

TABLE OF CONTENTS

CHAPTER I

STATE CONTROLLER POLICIES

Section 1:	Task Order - Funding Letter Policy	1
Section 2:	Special Provisions Policy	2
Section 3:	Advance Payment Policy	3
Section 4:	Contract Dating Policy	4

CHAPTER II

ROUTING CONTRACTS TO THE CENTRAL APPROVERS

Section 1:	Authority and Duties of the Central Approvers	1
Section 2:	Delegated Signature Authority	3
Section 3:	Retention and Archiving of State Contracts	4
Section 4:	Contract Type Designation	5
Section 5:	Methods of Routing Contracts	8

CHAPTER III

NON-DELEGATED AGENCY CONTRACT PROCESSING PROCEDURES

Section 1:	Submitting a Non-Delegated Contract for Approval	1
Section 2:	Requesting the Emergency Processing of a Contract	4

CHAPTER IV

DELEGATED AGENCY CONTRACT PROCESSING PROCEDURES

Section 1:	Requesting Delegation for Contract Signature Authority	1
Section 2:	Legal Review of Contracts	12
Section 3:	Approving a Delegated Contract	13

CHAPTER V

CONTRACT PROCESSING BY THE STATE CONTROLLER'S OFFICE

Section 1:	Reviewing and Approving Non-Delegated Contracts	1
Section 2:	Reviewing Agreements Rejected by the Reviewing Attorney	6

CHAPTER I STATE CONTROLLER POLICIES

SECTION 1 **TASK ORDER - FUNDING LETTER POLICY**

Policy for Processing Contract Modification Documents, Task Order Assignments and Funding Letters Included In Original Contract Provisions

State contracts may be modified by processing an amendment to the contract, a change order, or in the case of a professional services contract a supplement. Some state contracts contain provisions that allow an agency to order additional goods and/or services by using a “task order” or “funding letter”. For purposes of this policy, a “change order” means a bilateral change order agreed to by the parties and issued consistent with State Buildings or state controller policy.

Contract amendments must be reviewed by the Attorney General’s Office and approved by the state controller or his designee. Change orders and supplements, which are additions to the existing contract, are not reviewed by the Attorney General’s Office but must be approved by the state controller or his designee. Task orders or funding letters, which are incorporated in the contract, are not reviewed by the Attorney General’s Office after the contract has been approved, however, they must be approved by the state controller or his designee.

Without a copy of the original contract and all previous amendments, the Attorney General’s Office cannot perform a legal sufficiency review for a new amendment. Further, it is difficult for the State Controller’s Office to determine the correct performance period and the dollar amount to be encumbered. Similarly, it is very difficult for the State Controller’s Office to insure that the task order or funding letter is being used according to the terms of the contract unless a copy of the contract is attached to the task order or funding letter. However, we understand that it is time consuming and costly for an agency to copy the contract for every task order and funding letter forwarded to the State Controller’s Office for approval. Therefore, the following policy shall apply:

- ♦ All amendments to contracts are to be forwarded for review and approval with a copy of the original contract and all previously approved amendments attached.
- ♦ Capital construction change orders, and supplements to professional contracts do not require copies of the original contract or other modifications to be attached for processing and approval.
- ♦ All non-capital construction change orders, task orders or funding letters must be forwarded with a copy of the original contract attached or a letter from the program manager that identifies the original contract by agency and routing number and includes a statement that the change order, task order or funding letter is being used in accordance with the contract.

SECTION 2
SPECIAL PROVISIONS POLICY

State Fiscal Rule 3-1 requires all state contracts to contain Special Provisions as set forth in Appendix A of that rule. As you recall, state agencies may purchase these forms from Juniper Valley. Several state agencies have inquired whether the language of the Special Provisions can be keyed into a word processor for subsequent incorporation into state contracts. Yes, this may be accomplished however, you must be extremely careful to insure that the exact language is correctly keyed, including comma's, periods, etc. No changes of any kind are authorized. For ease of review, the format of the Special Provisions must be as similar as possible to Appendix A. Also, the Special Provisions must continue to be the final pages of the contract.

In addition, if an agency is delegated to sign a contract on behalf of the state controller, the agency may change the signature block portion of the Special Provisions to coincide with the requirements of their delegation letter. Please refer to your delegation letter and the signature block you are required to use when signing on behalf of the state controller. Also, if a state agency has contracts where the legal review by the attorney general has been waived by the state controller, the state agency may remove the attorney general signature block and insert a signature block for the state agency pre-approved form contract reviewer.

SECTION 3
ADVANCE PAYMENT POLICY

1. It is the policy of the state controller that the state shall not make advance payments. Vendors of the state are expected to have adequate resources or working capital in order to provide goods and/or services to the state. An advance payment requires issuing a state warrant and accounting for the advance payment which incurs additional costs for the state. Further, an advance payment results in a loss of interest earnings for the state and the risk of loss of the funds advanced because of vendor bankruptcy. Should an advance payment be made, it potentially places the state in a difficult negotiating position with the vendor if the goods and/or services received are not adequate. This is because the state is unable to withhold payment pending resolution of the matter.
2. Notwithstanding this policy, it is accepted practice in some commercial transactions to make advance payments. In the limited instances set forth below, advance payments are authorized by the state controller. They include:
 - ♦ Purchase of services for annual maintenance of computers, copiers or other office equipment. Generally, in these instances, full payment is expected annually at the beginning of the term of the agreement.
 - ♦ Grants received by the state from the federal government that are awarded by the state to a subgrantee. Federal grants often require monthly or quarterly advances to subgrantees.
 - ♦ Services provided by entertainers, speakers or for seminars. For entertainers or speakers it is customary to advance a portion of the fee prior to the engagement date. For seminars, payment of the entire fee may be expected upon registering for the seminar.
 - ♦ Annual payments made for software license agreements. Generally, such payments are required at the beginning of the contract term.
3. While the need for an advance payment in an interagency agreement should be infrequent, there may be circumstances when it is warranted. In such an instance the risk of loss of funds to the state is practically non-existent and a process exists to resolve disputes. Therefore, advances on interagency agreements may be made if appropriate.
4. Advance payments may be appropriate in other instances based upon the specific facts of the situation. In all such instances a demonstrated need must be documented to insure the state's interests are adequately protected. If the amount of the advance payment requested is substantial and/or for an extended period of time, financial statements may be requested from the vendor. Generally, an advance payment will not be approved if the contract was made as a result of a competitive solicitation and no mention of an advance payment was in the solicitation.
5. **Except as noted under #2 and #3 above, advance payments required by a state contract must have the prior written approval of the state controller or a delegate authorized by the state controller.**

SECTION 4
CONTRACT DATING POLICY

Despite informal guidance and arrangements in the past, particularly in capital construction contracts relating to the State Controller's Office completion of "made dates" on contracts, agencies should date their contracts on the date the agreement is reached between the agency and the contractor. Agencies should continue to use the term "made date" on their contracts, consistent with the prescribed contract form in Fiscal Rule 3-1. In approved capital construction contracts, agencies may fill in the "made date" or "date executed." Completion of these dates does not change the statutory rule that contracts and other commitment documents are not valid until approved by the state controller or his designee. This statutory approval condition appears at paragraph 1 of the Special Conditions and on approved capital construction contract forms. Consequently, contractors are not contractually required to begin performance and incur costs prior to controller approval.

In capital construction contracts, agencies should use the "made date" or "executed date" for bond references to the contract. Agencies must continue, however, to await controller approval and satisfaction of other statutory requirements, e.g., receipt of acceptable bonds, before issuing the notice to proceed.

STATE OF COLORADO

**GENERAL SUPPORT SERVICES
DIVISION OF FINANCE AND PROCUREMENT
OFFICE OF THE STATE CONTROLLER**

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Bill Owens
Governor

Department of Personnel
Larry E. Trujillo, Sr.
Executive Director

Arthur L. Barnhart
State Controller

TO: State Controller Contract Delegates
Chief Financial Officers and Controllers
Purchasing Directors

FROM: Arthur L. Barnhart *ALB*
State Controller

DATE: April 14, 2000

SUBJECT: *Executing State Contracts with a Value of No More than \$25,000*

Over the past few years state contracts have become more complex and the contract review workload in the Office of the Attorney General has increased. Because legal resources are limited, it is essential that their use be optimized. In support of this desired outcome, the State Controller's Office (SCO) has issued a new policy concerning the review and approval of state contracts having a value of no more than \$25,000. The policy, *Executing State Contracts with a Value of No More Than \$25,000*, is attached for your information. In essence, the new policy eliminates the required legal sufficiency review for these low dollar/low risk contracts by an attorney in the Office of the Attorney General or a designated Special Assistant Attorney General.

The development of the *Colorado Contract Procedures and Management Manual*, and the training that followed has assisted state agencies and institutions in greatly improving their contracts. By using the Manual, agencies have the expertise and resources necessary to write sound, commercially reasonable contracts with terms and conditions that adequately protect the state. The establishment of a total dollar threshold for contracts, where agencies can determine if a legal review is necessary, is the next logical step in improving the contracting process.

Since state purchasing agents have the authority to issue purchase orders without legal review for acquisitions of most commodities and services up to \$25,000, this was the logical threshold to be established. This new policy essentially eliminates the practical impediments, such as the anticipated delays due to contract routing time and legal review that influenced the choice between a contract and a purchase order. While this policy does not affect procurement rules or privatization review requirements, it should assist in further streamlining the contracting process and make legal services available for more complex transactions and for development of improved contract formats for recurring requirements.

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In order to provide guidelines and assist state agencies and institutions in understanding and implementing this new policy the State Contract Unit in the SCO has developed a contract processing checklist. The SCO Contract Unit will use this checklist when reviewing contracts, which fall under this policy. Each time a contract is executed under this policy, a checklist will be completed and retained with the contract. It is recommended that state agencies and institutions adopt a similar procedure and use this checklist or a modified version of the checklist when executing contracts under this policy.

In order to track the number of contracts executed under this new policy, the SCO has modified the Contract Log Information Table (CLIN) on COFRS in the following manner. The Attorney General Billing Code (AGBC) field on the CLIN screen is a required field and must be completed for each contract. The State Controller's Office has modified the AGBC table in order to allow state agencies to enter a specific code for contracts that do not require a legal review. The code will be NOAG, meaning no attorney general review. Agencies will enter the first four digits of the billing code as they have in the past and then enter "NOAG" for the last four digits of the billing code. This coding should be used for all contracts whether or not they are sent to the SCO for review and approval or retained by the agency and executed by their State Controller delegate. The use of the "NOAG" coding will assist the SCO in processing these contracts correctly and also enable the SCO to track the number of contracts processed under this policy.

Should you have questions concerning this new policy or its requirements, please contact Phil Holtmann in the SCO at 303-866-3809. Thank you.

Attachments

STATE CONTROLLER POLICY

EXECUTING STATE CONTRACTS WITH A VALUE OF NO MORE THAN \$25,000

The requirement to perform a legal review of state contracts, pursuant to State Fiscal Rule 3-1 (1 CCR 101-1) is hereby waived within the thresholds established by and consistent with the limitations contained in this policy.

Background

CRS 24-30-202 (10) designates the Attorney General as the legal advisor to the state controller. The statutes also require that any questions concerning the legality of any obligation or claim be referred to the Attorney General. Historically, State Fiscal Rules have required the Office of the Attorney General or a designated Special Assistant Attorney General to perform a legal sufficiency review on every state contract (contract), regardless of the dollar amount.

Legal Review Thresholds

A legal review by the Office of the Attorney General or designated Special Assistant Attorney General will not be required for the following:

1. Contracts having a value of no more than \$25,000, and construction contracts, utilizing State Buildings Programs forms or other forms approved by the state controller, having a value of no more than \$50,000.
 - A. For multi-year contracts incorporating approved modification formats consistent with the state controller's policy, the highest annual contract/option value or anticipated annual program (grant) contract/renewal value will be used to determine the value for purposes of this policy. Contracts may not have terms exceeding five years. For example, a one-year contract for janitorial services at \$2,000 per month, with four one-year options containing the same terms and conditions, would be within the scope of this policy.
 - B. The specified not-to-exceed ceiling amount will determine the value in task order or indefinite quantity contracts.
2. Amendments to contracts where the total value of the contract (including change orders and renewal letters) remains within the \$25,000 threshold (\$50,000 for construction contracts using State Buildings Programs forms or other forms approved by the state controller).

STATE CONTROLLER POLICY

State Controller Delegation

State agencies with state controller signature authority can execute contracts without a legal sufficiency review within the scope of this policy. State agencies without delegated state controller signature authority are encouraged to request delegation from the state controller.

Effect on Phase I Waiver Program

The "Phase I" contract waiver program, which permits agencies to apply for waivers relating to a specific contract form, regardless of contract value, is still in effect. The policy clarification in the December 1, 1997 memorandum, *Waivers of Contract Review and Approval*, still applies.

Effect on Phase II Waiver Program

The "Phase II" contract waiver program has been revised. The initial program limit of \$25,000 no longer applies. Agencies may apply and be delegated authority to execute contracts without a legal review in excess of \$25,000. Agencies wishing to participate in the Revised Phase II Contract Waiver Program must submit an application to the SCO in accordance with the December 1, 1997 Phase II Waiver memorandum **and** meet all of the criteria contained in the memorandum.

Office of the Attorney General or Designated Special Assistant Attorney General - Required Legal Review

The Office of the Attorney General or designated Special Assistant Attorney General **must** review each of the following contracts or contract modifications:

1. Any contract, contract amendment, or agreement used to settle a dispute.
2. Any contract involving a disbursement made in violation of CRS 24-30-202(1), which prohibits payments being made prior to the approval of a commitment voucher by the state controller or a delegate.
3. Any contract involving an obligation incurred in violation of CRS 24-30-202(3), which prohibits obligations against the state in excess of or for any expenditure not authorized by appropriation and approved commitment voucher.
4. Any contract that does not have an easily identified annual value or an incrementally funded indefinite delivery contract, or a contract not having a not-to-exceed ceiling amount.
5. Any contract that is multi-year and contains an option or ceiling amount for any year that exceeds or is expected to exceed \$25,000.

STATE CONTROLLER POLICY

Legal Review of Contracts within the Scope of This Policy

State agencies and institutions still may seek a formal legal review of any individual contract that falls within the legal review waiver thresholds. Legal comments and recommendations will be provided directly to the agency and institution seeking the advice. Where such legal advice is obtained the state controller or the agency/institution delegate will perform the final contract review and approval. If during the review significant deficiencies are noted in a contract, the contract will be forwarded to the state controller with the disapproval recommendation in accordance with existing practice.

The expectation is that legal resources will be used for more complex contracts and requests for proposals, as well as up-front development of improved contract formats on recurring, low-dollar acquisitions. The Office of Attorney General will report to the state controller any instances in which agencies are requesting a legal review of contracts that fall within the thresholds established by and consistent with the limitations of this policy. These agencies will be contacted and, if necessary, provided training to allow them to take advantage of this policy.

Agency/Institution Controller Delegate Responsibilities

CRS 24-30-202(2) requires that the state controller or a delegate examine each contract to insure that it is within legislative intent, that funds are available, that it is fair and reasonable, and that the contract is legally sufficient. To ensure compliance with the above, state controller delegates will approve contracts within the scope of this policy only after they are satisfied, through personal examination or examination by authorized agency staff delegated the responsibility, that:

1. The contract or amendment complies with this policy.
2. The contract includes the Colorado *Special Provisions*. Other than format modifications to the signature blocks, the Special Provisions may not be modified without state controller approval. The term "Not Required" may be inserted in the Attorney General approval signature line in contracts within the scope of this legal review waiver.
3. The contract does not contain a provision requiring the agency/institution to indemnify, hold harmless, or defend contractors, or otherwise include provisions that create potential state liability for personal injury or damage to personal property. Agencies may agree to commercially reasonable limitation of liability provisions consistent with the policy in the state controller/state purchasing director memorandum dated June 26, 1996 and pages 6-27 and 6-28 of the *Colorado Contract Procedures and Management Manual*. Questions concerning allocation of liability provisions shall be referred to the Office of the Attorney General or designated special assistant attorneys general.
4. The contract modification provisions are consistent with the state controller's January 8, 1997 policy memorandum, *Contract Modifications, Changes, Amendments, and Approval Routing*, found in Annex B to the *Colorado Contract Procedures and Management Manual*.

STATE CONTROLLER POLICY

5. The contract adequately defines the requirement and clearly establishes price/rates and payment provisions that are “fair and reasonable”.
6. The contract attachments and exhibits are properly incorporated by reference and affixed to the contract.
7. The contract is signed by the contractor or an agent of the contractor who has the authority to execute the contract on behalf of the contractor.
8. The contract has been signed by the principal representative or head of the agency or by an authorized delegate.
9. The contract, amendment, or other modification has a signature block for approval by the state controller or delegate.
10. The contract approvals--e.g. Purchasing, State Buildings Programs, Real Estate Services, and the Department of Personnel Privatization Program have been obtained where required.
11. The contract is encumbered and processed in accordance with the *SCO Contract Processing Guide*, including entry on CLIN or individual entry of the vendor name, contract amount, date, and term of the contract in the agency contract log.
12. The contract has been entered on the COFRS CLIN Table or the agency contract log in such a manner that it can be identified as a contract falling within this policy.



Arthur L. Barnhart
State Controller

Questions concerning this policy or any question of a general nature concerning contracting should be directed to the State Contracting Unit in the State Controller's Office. Questions concerning the legal sufficiency of any contract should be directed to the Office of the Attorney General or the designated Special Assistant Attorney General for your state agency or institution.

State Controller's Office

Contract Review and Approval Checklist Executing State Contracts with a Value of No More Than \$25,000

This checklist was developed to document compliance with the State Controller Policy Executing State Contracts with a Value of No More Than \$25,000. Prior to executing any state contract under this policy all items in this checklist shall be completed. This review is necessary to ensure that all contracts executed by the State Controller's Office are in compliance with State Statutes and State Fiscal Rules, contain all necessary and authorized signatures, and protect the state from unnecessary risk. Questions concerning the legal sufficiency of any state contract should be directed to the Office of the Attorney General or the designated Special Assistant Attorney General for the state agency or institution.

.....

CLIN #: _____ Reviewer: _____ Date: _____

Type of instrument: _____ Encumbrance Amount \$ _____

Review the contract packet to ensure that it is complete and the information provided is correct. Any required items that are missing from the contract must be obtained from the state agency or institution prior to executing the contract. The packet may include any or all of the following. Please indicate all items included in the packet.

1. ☐ Copy of the CLIN and/or CLI2
2. ☐ Encumbrance document
3. ☐ Required approvals
4. ☐ Privatization Program Waiver or Certification Form
5. ☐ Letter of compliance for contract modifications other than amendments
6. ☐ Letter of late justification
7. ☐ Letter in accordance with SCO Policy for statutory violation
8. ☐ State Fiscal Rule waiver
9. ☐ Three complete copies of the instruments to be executed (four copies if a lease)
10. ☐ Copy of original contract and all previous amendments for a contract amendment
11. ☐ Required contract signatures by authorized individuals

If the answer to any of the following questions is yes, the contract must be forwarded to the Office of the Attorney General or designated Special Assistant Attorney General for review.

1. ☐ Is the total value of the contract greater than \$25,000 for any one year?
2. ☐ Is the contract for capital construction and greater than \$50,000?
3. ☐ Is the contract missing any exhibit or attachment, which has been incorporated in the contract?
4. ☐ Does the term of the contract, including all options, exceed 5 years?
5. ☐ Does the contract contain any indemnification provisions?
6. ☐ Does the contract contain any limitation of liability provisions not consistent with Chapter 6 of the Manual?
7. ☐ Does the contract contain any modification provisions that are not consistent with SCO policy?
8. ☐ Have the State Special Provisions used in the contract been altered?

STATE OF COLORADO

**GENERAL SUPPORT SERVICES
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Governor

Department of Personnel
Larry E. Trujillo, Sr.
Executive Director

Arthur L. Barnhart
State Controller

TO: State Controller Contract Delegates
Chief Financial Officers and Controllers
Purchasing Directors

FROM: Arthur L. Barnhart *ALB*
State Controller

DATE: April 21, 2000

SUBJECT: *Executing Federal Sub-Recipient Grant Contracts*

Attached for your information and implementation is a new State Controller's Office (SCO) policy, *Federal Sub-Recipient Grant Contracts*. This new SCO policy was specifically developed with input from state agencies and institutions to provide guidance to all state agencies and institutions when reviewing and approving Federal sub-recipient grant contracts.

Hopefully, this new SCO policy will eliminate a majority of the questions and concerns relating to whether a Federal sub-recipient grant contract is merely late or a violation of CRS 24-30-202 has occurred. Please review this new SCO policy and discuss it with the appropriate members of your state agency or institution staff.

Should you have questions concerning this new SCO policy, please contact Phil Holtmann in the SCO at 303-866-3809. Thank you.

Attachments

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STATE CONTROLLER POLICY

Federal Sub-Recipient Grant Contracts

The following policy was adopted to give guidance to state agencies when processing Federal sub-recipient grant contracts.

Background

There has always been confusion as to whether a grant contract was simply late, or whether a violation of CRS 24-30-202 had occurred. State controller delegates were not allowed to execute grant contracts that were late. The state agency was required to send the grant to the State Controller's Office with a letter explaining the reason the contract was late. The state controller, after reviewing the circumstances, would determine final disposition of the grant contract.

Purpose

The purpose of this policy is to simplify and expedite the approval process for federal sub-recipient grant contracts and give state controller delegates the authority to execute late federal sub-recipient grant contracts, under certain conditions.

Applicability

This policy is not applicable to grant contracts that are in violation of CRS 24-30-202. This policy **applies only** to federal sub-recipient grant contracts that meet one of the following conditions:

1. **The grant contract is for a new program authorized by law and where an advice of award has been received.** The prices or rates of payment are established by law, **or** determined by a formula established by law, **or** otherwise known and agreed to by the parties prior to the start of performance, **or** the contract contains a provision that clearly notifies the sub-recipient that no reimbursements or payments will be made unless Federal funds are received.
2. **The grant contract is for a preexisting program.** The grant contract is for the continuing distribution of federal funds for an ongoing program.

This policy does **not apply** to grant contracts for:

- A. **Personal services or**
- B. **Construction.**

STATE CONTROLLER POLICY

Definitions

For the purpose of this policy, the following definitions are used:

CRS 24-30-202 (2) - The requirements of CRS 24-30-202 (2) in essence, require that an appropriation exists for the intended purpose, the prices or rates are fair and reasonable, and that the expenditure does not exceed the remaining unencumbered balance in the allotment.

Advice of award – A formal notification from the Federal government stating that the grant application has been accepted and will be funded.

Grant contract - A formal agreement transferring funds between two entities, either public or private, wherein the benefits provided by the funds are derived by the receiving entity or citizens served by the receiving entity. The entity providing the funds receives no direct benefit from the use of the funds and typically the only deliverable required by the receiving entity is a report. Grants include *purchased service* contracts as defined in CRS 24-50-102 (3).

Notice of award or funding letter – A formal notification from the Federal government stating the actual dollar amount of the grant, the performance period, and other pertinent information.

Policy

ONLY AN ADVICE OF AWARD HAS BEEN RECEIVED

When only an advice of award has been received and no disbursement of funds has been made and the requirements of CRS 24-30-202(2) have been met, the state controller or delegate may execute the grant contract only under one of the following conditions.

1. The contract is a continuation of a previous grant contract. The contract being processed meets the historical relationship of the previous grant contract and the program must be continued to meet the needs of the citizens of the state. In some of these instances, federal spending authority is delayed and is often not known until well after the start of the federal fiscal year. In these cases the state controller or controller delegate may approve the Grant Contract retroactively upon receipt of federal funding.
2. The contract is for a new program and not a continuation of a previous grant contract. The contract being processed has the prices and rates established by law and only the amount of funding is in question. The state agency may, after verifying that federal funding has been requested for the program, send the new grant contract out for review and signature, subject only to the availability of federal funding.

The state has the legal authority to receive and expend federal funds for the purpose outlined in the new grant contract and the state is essentially only allowing performance of a critical federal program at minimal risk to the state. Only the sub-recipient and the federal government are at risk if the program is not funded and the contract contains the necessary language to notify the sub-recipient of this risk.

In either case, if the grant award allows pre-award costs or performance by the sub-recipient and the contract contains language that indicates that the contract is retroactive the state controller or delegate may execute the contract.

STATE CONTROLLER POLICY

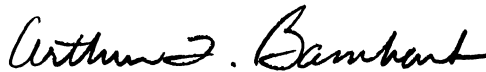
A NOTICE OF AWARD OR FUNDING LETTER HAS BEEN RECEIVED

When a notice of award or funding letter has been received and no disbursement of funds has been made, the state controller or delegate may execute a federal sub-recipient grant contract under one of the of the following conditions.

1. The requirements of CRS 24-30-202(2) are met, the grant contract was forwarded to the sub-recipient in a timely manner prior to the award date, and a reasonable effort was made by the agency to have the grant contract signed and returned prior to the award date. If the approval is based on this criteria the state controller delegate must document the contract file as to the effort made by the agency to timely process the contract. Continuing occurrences of late contracts may require the state agency's contract administer to develop internal control procedures or adopt new internal controls in order to prevent these problems from recurring.
2. The requirements of CRS 24-30-202(2) are met, the agency and the sub-recipient have already agreed to the scope of services, and the agency and the sub-recipient execute a contract in a timely manner after the notice of award is received.
3. The requirements of CRS 24-30-202(2) are met, the notice of award allows pre-award costs or performance by the sub-recipient, and the contract contains language that indicates the contract is retroactive.

Statutory Violations

If a disbursement of funds has occurred prior to the execution of the grant contract by the state controller or delegate, there is a violation of CRS 24-30-202. In these instances, the state agency's chief fiscal officer must comply with the state controller's July 12, 1999 policy on *Managing Contracts that Violate State Statute*.



Arthur L. Barnhart
State Controller

STATE CONTROLLER POLICY

Personal Service Procurements

Interpretation of State Fiscal Rule 3-1 (1 CCR 101-1) concerning the use of state contracts for personal service procurements.

Background

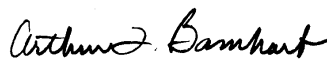
Recently questions have been asked concerning the dollar limit that requires a state agency to use a contract rather than a purchase order when acquiring personal services. This policy addresses these questions.

Definition

For the purpose of this policy, mixed procurements are defined as purchases that include both commodities and services. An example is the purchase of a computer where a service agreement is included in the purchase price. Another example is the purchase of printing where the cost of printing design and layout services is included in the purchase price.

Policy

1. State contracts shall be used for personal service procurements when it is in the best interest of the State, regardless of the total amount of the purchase.
2. State contracts shall be used for personal service procurements in accordance with State Fiscal Rule 3-1.
3. State contracts shall be used for mixed procurements when personal services are priced separately and the personal services total more than \$25,000.
4. State contracts shall be used for mixed procurements when the personal services are not priced separately, the personal services are not incidental to the total purchase, and the total purchase exceeds \$25,000.



Arthur L. Barnhart
State Controller

STATE CONTROLLER POLICY

Managing Contracts that Violate State Statute

A policy concerning state agency and institution requirements where a violation of CRS 24-30-202(2) has occurred. This situation arises when an obligation has been incurred or a payment has been made on behalf of the State without a valid commitment voucher.

Background

A Formal Opinion of the State Attorney General (No. 97-2), dated December 23, 1997 clarified the state controller's responsibility and authority to manage contracts that violate state statutes. Based on receipt of this opinion, a memorandum was issued to state controller contract signature delegates by the State Controller, dated March 17, 1998 containing specific guidance for state agencies and institution in processing state contracts where a statutory violation has occurred. This policy was developed in part to provide the procedures that state agencies and institutions must follow when requesting execution of a contract where a statutory violation has occurred.

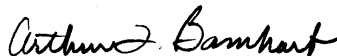
Authority to Execute Contracts that Violate State Statute

The authority to execute contracts where a statutory violation has occurred is the sole responsibility of the State Controller. This authority will not be delegated to any state agency or institution.

Policy

When a contract is used to incur an obligation or make a payment on behalf of the state in violation of CRS 24-30-202(2), the matter shall be referred to the chief fiscal officer of the state agency or institution. It is the chief fiscal officer's responsibility to investigate the violation, document and submit the results of the investigation to the state controller, through their chief executive officer, and request the state controller to execute of the contract. The request will address each of the following items in detail:

1. The circumstances surrounding the statutory violation to include: when the funds were available, when the contract was drafted, reasons for delays, and any disbursements that were made.
2. The reasons why proper procedures were not followed and the statutory violation occurred.
3. The internal administrative and accounting controls and procedures in place at the state agency or institution for controlling instances of informal commitments and why these controls and procedures were not sufficient to prevent the violation.
4. A confirmation that all state procurement procedures were followed, including a Privatization Program review for personal services procurements, and all necessary approvals were obtained.
5. The corrective actions taken by the state agency or institution to improve their internal controls and the performance of their contract staff in order to prevent similar statutory violations.



Arthur L. Barnhart
State Controller

CHAPTER II

ROUTING CONTRACTS TO THE CENTRAL APPROVERS

SECTION 1

AUTHORITY AND DUTIES OF THE CENTRAL APPROVERS

There are several agencies in the state that perform oversight and approval of specific functions of state government. All of these agencies, or central approvers, are required to perform their oversight and approval functions by statute. These central approvers include the State Personnel Director, the Division of Central Services, the Division of Telecommunications, the Division of State Purchasing, the State Buildings Program, the Attorney General's Office, and the State Controller's Office. Depending on the type and purpose of the agreement an agency of the state is processing, the law may require approval from one or more of these central approvers prior to finalizing the agreement with the other party.

The State Personnel Director (Director) is required to review most contracts, purchase orders, or other agreements that are utilized by state agencies to acquire personal services. The purpose of this review and approval is to ensure that the Civil Service Amendment to the State Constitution and other relevant statutes are not implicated through the use of personal service agreements. There are four exceptions to this law, they are as follows:

1. Intergovernmental agreements. These are agreements between two or more state agencies, agreements between the state and its political subdivisions, or agreements between the state, federal government, or other states.
2. Civil Service Exempt agreements. These are agreements for the acquisition of services performed by persons exempt from civil service by Section 13, Article XII of the State Constitution and statutes enacted pursuant to that section.
3. Short term agreements. These are agreements for terms of six months or less **and** for services which are not expected to recur on a regular basis.
4. Waived agreements. These are agreements that have program approval of the Director. Upon **written** request by an agency, the Director may determine that successive review of the same type of agreement is not necessary. The Director will provide written authorization to the agency to suspend the need for individual agreement review in these cases.

The Division of Central Services is responsible for providing state agencies within Adams, Arapahoe, Denver, and Jefferson county certain services. If a state agency within one of these counties wishes to purchase one of the following services from a different vendor they must have the approval of the Director of the Division of Central Services. These services include motor pool operation, motor vehicle maintenance, mail or messenger services, office copying, graphic design for print media, printing and binding, microfilming, or design of management forms.

The Division of Telecommunications is responsible for the state's communication network and equipment. Agreements for communication systems involving telephone, radio, microwave, teletype, closed circuit television, or automated data processing communications systems require the approval of the State Communications Coordinator.

The Division of Purchasing is responsible for the vendor selection process and for establishing rules dealing with this process. There are different levels of delegation that the Division of Purchasing grants to state agencies and along with this delegation there are different dollar amounts established for each bid process. If an agency is not sure of its delegation or the bidding rules they should contact the Division of Purchasing. Without the Division of Purchasing or a delegate's approval, agreements cannot be processed and approved by the other central approvers.

The State Buildings Program is responsible for all real estate transactions and all capital construction and controlled maintenance projects for all state agencies, except for those specifically exempt by statute. Agreements for these type of transactions must be submitted to and approved by the Director of the State Buildings Program or a delegate appointed by the Director. Without this approval agreements cannot be processed and approved by other central approvers.

The Attorney General's office is responsible for reviewing state contracts for compliance with the State Constitution, State Statutes, regulations, and executive orders. This review also ensures the authority of the agency to enter into the agreement and for legal sufficiency. The Attorney General's office also acts as an advisor to the state controller on the subject of state agreements. The only state contracts that do not require a review by the Attorney General's office are inter-agency agreements and any agreements where a waiver of legal review has been granted by the state controller.

All state contracts that create a liability for the state must be signed by the state controller or a delegate of the state controller. The state controller is responsible to ensure that funds are available for the liabilities incurred when state agencies write contracts and that the person at the agency incurring the liability is authorized to sign contracts. The state controller also reviews the contract to see if the prices are fair and reasonable, that the funding source of the contract is correct, and finally executes and validates the contract by signing it. All delegates of the state controller assume these responsibilities when they are delegated by the state controller.

SECTION 2
DELEGATED SIGNATURE AUTHORITY

At the present time, agencies may request delegation from the following central approvers:

- ♦ Division of Purchasing;
- ♦ State Buildings Program;
- ♦ State Controller; and
- ♦ Attorney General (if the agency has an attorney designated as an Assistant Attorney General by the Attorney General).

The requirements for each delegation are different and agencies should contact the specific central approver for whom they wish to be delegated, except for the Attorney General's delegation which is handled through the State Controller's Office. All other central approvers may waive their review or approve an agreement, but cannot delegate their authority. For more information about requesting state controller delegation please see Chapter IV of this procedure.

SECTION 3
RETENTION AND ARCHIVING OF STATE CONTRACTS

The State Controller's Office keeps one original contract for every contract they execute. Delegates of the state controller are required to maintain an original of every contract that they sign for the state controller. At the present time contracts must be kept for at least six years after the end of the contract term.

SECTION 4

CONTRACT TYPE DESIGNATION

The following is a listing of the types of contracts that are currently designated by the CATF:

All contract types that are prefixed with the letter “A” are classified as personal service contracts, personal service is defined as any time, effort or labor done by a human being. As such, they are statutorily required to be reviewed by the Department of Personnel Privatization Program.

Personal Services - Professional/Technical Category

A1

Examples of the types of services in this category are: training, consulting, temporary services that are professional in nature, computer programmers, etc. If the services are specialized, require certification and/or training, or the individuals are experts in a particular field(s) they should be listed under this category.

Personal Services - Non-Professional/Support Category

A2

Examples of the types of services in this category are: janitorial services, laundry services, trash removal services, temporary non-professional services, moving services, etc.

Personal Services - Purchased Services Category

A3

Purchased Services are services that directly benefit individuals or groups of individuals in the public at large (not services that benefit a specific state agency nor individuals who are incarcerated). For example: HIV Prevention, Alcohol/Drug Abuse Prevention, Breast Cancer Screening, physician services for Medicaid clients, Youth Crime and Intervention Program, any services provided to students of higher education institutions (guest lecturers, entertainment), employment services, translator services, etc.

Personal Services - Architect/Engineer/Construction Services or Trades Category

A4

Contracts for capital construction are included in this category.

Personal Services - Equipment Maintenance/Repair Category

A5

This category includes security alarm and/or fire monitoring, equipment maintenance, and repair as well as repairs and maintenance to other equipment including computers.

Personal Services - Exempt Category

A6

There are two criteria for this category and a specific service may qualify under either one. The first criteria is acquiring services that are exempt from the state classified system, examples are attorneys and professors. The second criteria is for non-recurring services lasting six months or less AND the need for the services (not the vendor) is not expected to recur on a regular basis. Any type of services that are department or institution wide and occur year after year, month after month, week after week, or day after day do not meet this criteria (temporary help). Services that do meet either criteria are exempt from the Department of Personnel review, but they are still required to be reported on the annual report..

Personal Services - Grants Category

A7

This category includes grants made to non-political subdivisions with other than federal funds.

Personal Services - Pass Through Grants Category

A8

This category includes grants made to non-political sub-divisions using federal funds. See the definition of subrecipient grants immediately following these definitions.

Goods and Materials

BB

CONTRACT ♦ PROCESSING ♦ GUIDE

Loans	DD
Inter-Agency Agreements <i>This category includes contracts made between two agencies of the State of Colorado.</i>	EE
Intergovernmental Agreements <i>This category includes contracts made between an agency of the State of Colorado and another political sub-division, such as the federal government, other states, counties, cities, towns.</i>	FF
Pass Through Grants to Political Sub-divisions <i>This category includes grants made to political sub-divisions with federal funds. It does not include inter-agency grants. See the definition of subrecipient grants immediately following these definitions.</i>	GG
Grants to Political Sub-divisions <i>This category includes grants made to political sub-divisions with other than federal funds. It also includes all inter-agency grants regardless of funding source.</i>	G1
Easements/Right of Way - Requiring State Buildings Review	H2
Easements/Right of Way - Not Requiring State Buildings Review	H3
Real Estate - Purchases or Exchanges	I1
Real Estate - Sales	I2
Leases	L1
Leases Statutorily Exempt from State Buildings Review	L2
Escrow in Lieu of Retainage Agreements	NN
Information Technology Equipment <i>This category is for equipment only and does not include personal services. If personal services are included use a contract type with an "A" prefix</i>	PP
Settlement Agreements with Current or Former Employees	R1
Other Settlement Agreements	R2

Subrecipient Grants and Required Reporting

Financial officers of the state are required to correctly report and record the financial transactions and financial condition of the state. In order to accomplish this task financial officers must be able recognize and distinguish between the different types of obligations assumed by the state. The following information should be shared with agency financial officers to enhance their reporting capabilities.

The State Auditor's office has identified a problem with agencies correctly reporting subrecipient grants on the schedules K1 and K2 for the state financial statements. The following definitions and examples will enable agencies to identify these types of grant contracts, include the required language in these contracts, and correctly report the disbursements on schedules K1 and K2.

Definitions:

Vendor An entity hired by a state agency to provide goods and/or services to that state agency. Typically this is a buyer/seller relationship in which the seller has no Responsibility to help an individual meet the requirements to receive an assistance award.

Example: The Department of Health Care Policy and Financing receives federal financing assistance to provide medical care to certain individuals, the department enters into service contracts with doctors and hospitals to provide this medical care. The doctor and hospital contracts are not subrecipient grants.

Subrecipient Any person or government department, agency, or establishment that receives federal financial assistance to carry out a program through a state or local government, but does not include an individual that is a beneficiary of such a program. Subrecipients typically have a responsibility to help individuals meet the requirements to receive an assistance award and are held responsible by the contract for complying with the specific audit requirements of the original award and for the general requirements for receiving federal financial assistance. If any such language is included in the contract there is a possibility that a subrecipient relationship exists between the parties to the contract.

Examples: A city or county government receives federal financial assistance which it disburses to a state department or agency, which in turn disburses to landlords to pay the rent for qualified individuals as an assistance award. The state department is the subrecipient.

A state department of education receives federal assistance, which it disburses by a formula to local school districts within the state. The school districts are the subrecipients.

The county commissioners receive federal funds for food programs for elderly individuals. These funds are disbursed to not-for-profit organizations to support their food programs. The not-for-profit organizations are the subrecipients.

The Department of Human Services receives federal funds, which are disbursed to county governments. The county governments are the subrecipients.

Another indication that a contract is a subrecipient grant contract is if the primary recipient of federal funds is responsible for all of the following when federal assistance of \$25,000 or more is passed through in a single subgrant to one or more subrecipients.

1. Determines whether subrecipients have met the applicable federal audit requirements.
2. Determines whether the subrecipient has controls in place to ensure that the federal financial assistance is expended in accordance with applicable laws and regulations.
3. Ensures that appropriate corrective action is taken within six months of a subrecipient's auditor's report that identifies reported instances of noncompliance with applicable laws and regulations.
4. Considers whether subrecipient audits may necessitate adjustments of the primary recipient's records.
5. Requires each subrecipient to permit independent auditors to have access to their records and financial statements as necessary to comply with federal audit requirements.

State Financial Reporting Requirements for Subrecipient Grants

Program managers should be aware that their accounting offices will be advised to review the contract for particular language and requirements when they are attempting to determine whether or not a contract is a subrecipient grant contract and if it should be reported on schedules K1 or K2. The following table specifies the accounting and reporting treatment for subrecipient/vendor transactions. See Open/Close Instructions Chapter 3 Section 6.14-15 for Exhibit K1/K2 reporting requirements.

	DISBURSOR	RECIPIENT
Vendor Relationship Contract		
	Code payments using object code indicating type of good or service purchased. Report expenditure on Exhibit K1/K2. Disbursor is responsible for ensuring that expenditure is an allowable cost.	Code receipts using revenue source code indicating type of good or service sold. Do not report on the Exhibit K1/K2.
Subrecipient Relationship Contract		
With Another State Agency	Code disbursement using object code 5771-Grants to Other State Agencies. Report on the Exhibit K1/K2. In general, disbursor is responsible for determining if recipient is a qualified recipient and for monitoring if recipients expenditures are allowable costs.	Code receipt using revenue source code 7501-7523-Fed Grant/Cont-Subrecipient (Dept). Do not report on Exhibit K1/K2. Recipient is responsible for helping disbursor comply with grant requirements.
With a Non-state Entity	Code disbursement using object code 51XX-Intergovernmental Grants or 5781-Grants to Non-Gov/Organizations. Report on the Exhibit K1/K2. In general, disbursor is responsible for determining if recipient is a qualified recipient and for monitoring if recipients expenditures are allowable costs.	Code receipt using revenue source code 7500-Fed Grant/Cont-Subrecipient-Other. Report on the Exhibit K1/K2. Recipient is responsible for helping disbursor comply with grant requirements.

SECTION 5
METHODS OF ROUTING CONTRACTS

A. USING A CONTRACT ROUTING SLIP (see page 16)

Agencies that do not use COFRS as their primary accounting system may submit agreements to the State Controller's Office for routing to central approvers by attaching a routing slip. The submitting agency must complete the following fields of the contract routing slip:

Section 1 - Contract Information / Encumbrance Request

- ♦ Agency Name - enter the name of the agency that will pay for or provide materials for the services or goods described in the agreement.
- ♦ COFRS Agency ID - enter the alpha code assigned to the agency whose name appears in the Agency Name field.
- ♦ Division or Program - enter the name of the division or program that is a party to the agreement through the State Department.
- ♦ Routing Number - enter the combination of the Fiscal Year when the agreement term begins and the unique identifying number of the contract.
- ♦ Number of Copies Attached - enter the number of copies of the agreement that are being sent to the State Controller's Office.
- ♦ Return Contract To, Phone and Fax - enter the name, the phone number, and fax number of the person the agreement should be sent to once it has been approved by all required central approvers.
- ♦ Agency/Division Program Contact Name and Phone Number - enter the name and phone number of the person that a central approver should contact if there is a problem with the contract.
- ♦ Agency Encumbrance Contact, Phone and Fax - enter the name, phone number, and fax number of the person responsible for encumbering the funds for the agreement.
- ♦ Statewide Master Contract Log Type - enter the two digit code from Chapter II, page 5 for the type of agreement that the agency is processing.
- ♦ Multi-Year Contract and MYC End Date - check the "Yes" box if the contract term will extend beyond the current Fiscal Year, check the "No" box for all other agreements. Enter the term end date if you checked the "Yes" box.

- ♦ Delegated Contract, Non-Delegated Contract - check the “Delegated” box if your agency has been delegated signature authority by the state controller for this type of agreement. Check the “Non-Delegated” box for all other agreements.
- ♦ Original Contract, Amendment, Change Order, Supplement, and Lease - check the boxes that apply to the agreement.
- ♦ Vendor Name and Vendor Code - enter the name of the vendor and the vendors tax identification number.
- ♦ Contract Encumbrance Amount - enter the amount of the liability for the agreement that should be incurred in the current Fiscal Year.
- ♦ Amendment, Change Order, or Supplement Increase or Decrease - check the box that applies to the agreement.
- ♦ Appropriation Information - check the appropriate box for a long bill or special bill appropriation. Enter the Fiscal Year the long bill appropriation is related to, or, enter the Fiscal Year and the number of the special bill where the appropriation is recorded.
- ♦ Comments - this field is reserved for comments by the State Controller’s Office.

Section 2 - Method of Procurement

- ♦ Procurement Type Boxes - check the box that relates to the type of procurement used to select the vendor named in the agreement.
- ♦ RFP/Bid Number - write the number of the RFP or bid, if applicable.

Section 3 - Routing Sequence

- ♦ Agency Release Date - enter the date of the day that the agreement is forwarded to the State Controller’s Office.
- ♦ Signature - reserved for the person who forwards the agreement to the State Controller’s Office.
- ♦ Routing Sequence - enter the numeric order to the left of the central approvers name for the correct routing sequence to be followed for this agreement.

When the agreement is received by the State Controller’s Office, the routing technician will access COFRS and input a CLIN record for the agreement and route the agreement to the first central approver identified on the routing slip. The routing sequence number from the routing slip will be entered in the “Ref #” field of the CLIN record.

B. USING THE CLIN TABLE IN COFRS

Required Use of the CLIN Table

Agencies that use COFRS as their primary accounting system are required to submit agreements to the State Controller's Office for routing to central approvers by completing a record on the CLIN table in COFRS. They may also use this table as their required log for delegated and/or waived contracts.

Optional Use of the CLIN Table

The CLIN table may be used for delegated contracts as well as those sent that must be forwarded to a central approver.

The CLIN table may also be used for other types of documents that are required to be sent to a central approver. However, in that situation the documents will not follow the same path as agreements and they should be sent directly to the central approver involved in the review and approval.

C. AGENCY PROCEDURES FOR USING THE CLIN TABLE

The purpose of this procedure is to describe the actions to be taken by state agencies prior to routing contracts, amendments, change orders, and supplements that require approval by a central approver. This procedure also describes some suggested actions to be taken by the agencies after they receive these agreements back from the central approvers.

The term "agreements" used in this procedure refers to contracts, amendments, change orders, and supplements to contracts.

All agreements that require approval by any central approver must be entered onto the CLIN table in COFRS and forwarded to the SCO Routing Technician for processing and forwarding to the central approvers.

Responsibilities of the Agency Routing Technician

- Step 1: Determine the correct routing sequence that the agreement must follow.
- Step 2: Log on to COFRS and access the CLIN table.
- Step 3: Change the Action field to an "A" for add and complete all of the fields on the table per the COFRS User Reference Manual instructions (see pages 17-25). Then press "enter", the table will automatically assign the next routing number to your record.
- Step 4: Screen print the CLIN table and the matching record on the CLI2 table.
- Step 5: Route the agreement for all internal agency approvers and required signatures, except for any delegate authorized to sign for the state controller. If your agency has the

required delegation that allows your agency to do the procurement without the assistance of State Purchasing, please ensure that there is a line on the CLIN table for the agency purchasing agent. If your agency does not have this level of delegation, you must attach a copy of the Verification Letter (see pages 26-27) prepared by State Purchasing for this particular procurement.

Step 6: Forward the agreement packet, which includes the required number of signed agreements, a screen print of the CLIN and CLI2 tables, the encumbrance document, a State Purchasing Verification Letter if necessary, and any other pertinent correspondence to the State Controller's Office, Attention: Contract Routing Technician.

When agreements are returned from a central approver the ownership field will be an "A". This will allow agencies to add any additional approvals or other information, such as distribution date, that are required or desired. If someone within your agency has been delegated to sign contracts for the state controller the agreement packet should be forwarded to them at this time and a line on the CLIN table should be available and labeled for their approval date.

D. CENTRAL APPROVER PROCEDURES FOR USING THE CLIN TABLE

The purpose of this procedure is to describe the actions to be taken by the Contract Routing Technician (Technician) in the State Controller's Office when contracts, amendments, change orders, and supplements that require approval by a central approver are received by SCO. This procedure also describes the actions to be taken by the central approvers after they receive these agreements from SCO.

The Technician's efforts are meant to speed up the delivery of agreements submitted by agencies to the central approvers and to return agreements to the agencies in a timely manner. The Technician position is not created to act as a pre-approval step for the central approvers nor to answer questions of agreement approvability. However, questions about the location of a particular contract may be asked of the Technician. The Technician will follow a matrix developed by the SCO contract approval section to route contracts to central approvers and will clarify any questions concerning agreement routing with the SCO contract approval section. The term agreements used in this procedure refers to contracts, amendments, change orders, and supplements to contracts.

Responsibilities of the SCO Contract Routing Technician

When agreements are received from the agencies before noon.

Step 1: Log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement. Enter a "C" for change in the action field of the table.

Step 2: Review the screen print of the CLI2 table submitted with the agreement, look at the routing sequence on the left hand side of the screen print. Compare the routing

sequence with the contract routing matrix and ensure that the routing sequence is correct. If there is a question about routing sequence take the agreement to the SCO contract approval section for guidance.

- Step 3: Enter the current date in the RECV date field on the line for the first central approver as indicated by the routing sequence.
- Step 4: Complete the first RECV date for all agreements then separate all of the agreements by the first central approver indicated on the routing sequence.
- Step 5: Place the agreements in a separate green tub for each central approver and complete a mailing label to send the agreements to the first central approver.

When agreements are received from the agencies after noon.

- Step 1: Log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement. Enter a "C" for change in the action field of the table.
- Step 2: Review the screen print of the CLI2 table submitted with the agreement, look at the routing sequence on the left hand side of the screen print. Compare the routing sequence with the contract routing matrix and ensure that the routing sequence is correct. If there is a question about routing sequence take the agreement to the SCO contract approval section for guidance.
- Step 3: Enter tomorrow's date in the RECV date field on the line for the first central approver as indicated by the routing sequence.
- Step 4: Complete the first RECV date for all agreements then separate all of the agreements by the first central approver indicated on the routing sequence.
- Step 5: Place the agreements in a separate green tub for each central approver and complete a mailing label to send the agreements to the first central approver.

When agreements are received from the central approvers before noon.

- Step 1: Log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement. Enter a "C" for change in the action field of the table.
- Step 2: Review the screen print of the CLI2 table submitted with the agreement, look at the routing sequence on the left hand side of the screen print, determine whether all of the required central approvers have seen the agreement. If they have, return the agreement to the agency by placing it in the agency mail box in SCO and skip steps three through five.

- Step 3: If the agreement has not been routed to all of the required central approvers listed on the routing sequence, enter the current date in the RECV date field on the line for the next central approver as indicated by the routing sequence.
- Step 4: Complete the RECV date for all agreements then separate all of the agreements by the next central approver as indicated on the routing sequence.
- Step 5: Place the agreements in the green tubs and complete a mailing label to send the agreements to the next central approver.

When agreements are received from the central approvers after noon.

- Step 1: Log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement. Enter a "C" for change in the action field of the table.
- Step 2: Review the screen print of the CLI2 table submitted with the agreement, look at the routing sequence on the left hand side of the screen print, determine whether all of the required central approvers have seen the agreement. If they have, return the agreement to the agency by placing it in the agency mail box in SCO and skip steps three through five.
- Step 3: If the agreement has not been routed to all of the required central approvers listed on the routing sequence, enter tomorrow's date in the RECV date field on the line for the next central approver as indicated by the routing sequence.
- Step 4: Complete the RECV date for all agreements then separate all of the agreements by the next central approver as indicated on the routing sequence.
- Step 5: Place the agreements in the green tubs and complete a mailing label to send the agreements to the next central approver.

Responsibilities of the Central Approvers

Each central approver is responsible for completing all fields for their line(s) on the CLI2 table, except for the RECV date field, and ensuring that all fields in the header that concern them are correct. The SCO Contract Routing Technician will complete only the RECV date field on each central approvers line(s).

In order to make changes to the CLI2 table your first step will be to log on to COFRS and access the CLI2 table for the particular fiscal year, agency, and routing number of the agreement you are reviewing. Enter a "C" for change in the action field.

CONTRACT ♦ PROCESSING ♦ GUIDE

The following conventions are to be used by each central approver as they review, approve, and/or disapprove contracts.

RECV field - If you have logged out a contract that you are holding for more information, enter HOLD in the SENT TO field, enter the date you received the information from the agency on your second line in this field.

REVW field - Enter the month and day that you reviewed the contract.

SENT field - Enter the date that you forwarded the contract or contacted the agency for information.

SENT TO field - Enter one of the following codes depending on where you forwarded the contract or if you contacted the agency for information:

- Sent to agency - enter AGCY
- Sent to State Controller's Office - enter DOAC
- Sent to the Attorney General - enter ATGN
- Sent to Purchasing - enter PURC
- Sent to Department of Personnel - enter PERS
- Sent to State Buildings - enter SBPS
- Sent to Risk Management - enter RISK
- Held for agency response - enter HOLD

ACT field - Enter the action you decided to take on the contract, either an "A" for approval or "D" for disapproval.

ERROR CODE field - Enter the disapproval code from the CERR table that matches your reason for not approving the contract.

COMMENTS field - Enter any comments you wish to make or use as a third line if you have already reviewed the contract twice.

After you have completed all of the fields on your line(s) press enter, if the table is updated with your information a message will appear at the bottom of the screen that says ALL LINES CHANGED. You will get an error message if you enter an error code that is not on the CERR table and none of your information will have been updated.

Once all of your information has been added to the table, please ensure that the ownership flag is an "A", this will allow agencies to enter any other information they may want on the CLIN table once the agreement has been returned to them. Then return the contract to SCO for further routing or forward it to the agency if it needs to be corrected or if you are the final central approver on the routing sequence.

E. REPORTS PRODUCED FROM THE CLIN TABLE (see pages 28-36)

CONTRACT ♦ PROCESSING ♦ GUIDE

STATE OF COLORADO CONTRACT ROUTING / DOCUMENTATION FORM

SECTION 1					CONTRACT INFORMATION / ENCUMBRANCE REQUEST				
AGENCY NAME			COFRS AGENCY ID (ALPHA)		DIVISION OR PROGRAM (for contract review and billing purposes)				
ROUTING NUMBER		(Fiscal Year)	(Contract Number)	(Optional)	AMENDS ROUTING NUMBER		NUMBER OF COPIES ATTACHED		
RETURN CONTRACT TO				PHONE		FAX			
AGENCY / DIVISION PROGRAM CONTACT						PHONE			
AGENCY ENCUMBRANCE CONTACT						PHONE		FAX	
CONTRACT INFORMATION									
Statewide Master Contract Log (SMCL) Type _____					Multi-Year Contract <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Delegated Contract <input type="checkbox"/> Non-Delegated Contract					MYC End Date _____				
<input type="checkbox"/> Original Contract <input type="checkbox"/> Amendment <input type="checkbox"/> Change/Order <input type="checkbox"/> Supplement <input type="checkbox"/> Lease									
Vendor Name (As Entered on Vendor File) _____					Vendor Code _____				
Contract Encumbrance Amount \$ _____									
If Amendment, Change Order, or Supplement, is this an... <input type="checkbox"/> Increase OR <input type="checkbox"/> Decrease									
Appropriation Information: <input type="checkbox"/> Long Bill <input type="checkbox"/> Special Bill					State Fiscal Year _____ Bill Number _____				
Comments: _____									
(For DOAC use only)									
SECTION 2		METHOD OF PROCUREMENT							
<input type="checkbox"/> Formal RFP		<input type="checkbox"/> Informal RFP		<input type="checkbox"/> Sealed Bid		RFP/Bid Number _____			
<input type="checkbox"/> Sole Source		<input type="checkbox"/> Emergency		<input type="checkbox"/> Special Circumstance		_____			
<input type="checkbox"/> Refer to Pre-Approved Justification Attached		<input type="checkbox"/> Other (Identify)		_____					
Approval is dependent upon adherence to State Procurement Rules. Failure to reference the RFP/Bid number or to include a pre-approved justification for Sole Source, Emergency, or Special Circumstance procurement will cause delays in obtaining a contract approval.									
SECTION 3		ROUTING SEQUENCE							
Agency Release Date _____				Signature _____					
				DATE RECEIVED	SIGNATURE		DATE FORWARDED	SIGNATURE	
DIVISION OF PURCHASING									
RETURNED TO DIVISION OF PURCHASING									
DEPARTMENT OF ADMINISTRATION									
DEPARTMENT OF PERSONNEL									
RETURNED TO DEPARTMENT OF PERSONNEL									
STATE BUILDINGS DIVISION									
ATTORNEY GENERAL									
RETURNED TO THE ATTORNEY GENERAL									
DIVISION OF ACCOUNTS AND CONTROL									
RETURNED TO ACCOUNTS AND CONTROL									
AGENCY									
OTHER									
NOTE: Contracts must be in compliance with the State Controller's Fiscal Rules (Chapter 3), the Colorado Procurement code and rules, and the Department of Personnel Statutes and rules. The above routing blocks must indicate the numeric routing sequence for the attached contract. The Agency Release Date and Signature are to be completed by the agency representative initiating the CONTRACT/ROUTING DOCUMENTATION FORM.									

ORIGINAL CONTRACTS and AMENDMENTS: ATTACH the white and yellow copies to the contract or amendment being routed. SEND the goldenrod copy to the agency accounting office. RETAIN the pink copy for your records.

395-53-07-0085 (R 12/92)

CONTRACT ♦ PROCESSING ♦ GUIDE

COFRS

USER REFERENCE MANUAL

SECTION 12: EXTENDED PURCHASING SUBSYSTEM
Contract Logging Inquiry Table (CLIN)

4.CLIN.1

SYAD RELEASE: 08/30/96

Contract Logging Inquiry Table (CLIN) Agency Defined

PURPOSE	<p>The Contract Logging Inquiry Table (CLIN) provides agencies with a screen to track the flow/routing of proposed contracts or other documents through their agencies. It gives basic information on the document, showing the document's current location, who has already approved it, who still needs to approve it, and how long the approval process is taking.</p> <p>This table's primary application is to monitor the approval of contracts. In conjunction with the Contract Logging Inquiry Table - 2 (CLI2), which shows approval by central control agencies, it establishes a Statewide routing/tracking system for documents requiring central approval, such as procurement documentation for personnel services or purchased services.</p>
FUNCTION	Many header fields (#4 - #10, #12 - #19) may be modified through the Contract Logging Inquiry Table - 2 (CLI2) when the Owner field is 'C' (Central).
TIMING	A record must be added to this table before a contract is routed to a central control agency for approvals.
KEY FIELDS	Agency Fiscal Year Routing Number
PROCEDURE	All MTI actions except the (D)eleate action may be performed on this table. To indicate that a routing document has been voided or discontinued, change the Type field to 'V' (Voided Record). NOTE: The (C)hange action cannot be performed if the Owner field is 'C' (Central).
TABLES UPDATED	Contract Logging Inquiry Table - 2 (CLI2)

CONTRACT ♦ PROCESSING ♦ GUIDE

COFRS

SECTION 12: EXTENDED PURCHASING SUBSYSTEM
Contract Logging Inquiry Table (CLIN)

4.CLIN.2

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

Contract Logging Inquiry Table (CLIN)

CONTRACT LOGGING INQUIRY TABLE									
ACTION: SCREEN		CEIN		USERID					
(1)	(2)	(3)	(4)	(5)	(6)				
FY	AGCY	ROUT #	CNTR/PO	TYPE	TOTAL AMT				
(7)	(8)	(9)	(10)	(11)	(12)				
START DATE		END DATE		OWNER		LINE TOTAL			
(13)		(14)		(15)		(16)		(17)	
DESE		SEL METHD		REP/BID#					
(18)		(19)		(20)		(21)			
CE/CH		PAGE		AG-BILL CODE					
(22)		(23)		(24)		(25)			
VENDOR CODE		ENTRY DAT							
(26)		(27)		(28)					
ROUTING: HR		PUR/BID		AG		DDAC		USER	
(29)		(30)		(31)		(32)		(33)	
PRG/CONTACT		PH		FAX					
(34)		(35)		(36)		(37)			
ACCT CONTACT		PH		FAX					
(38)		(39)		(40)		(41)			
SO	DATE (MONTH/DAY)	SENT	ERROR						
(42)	(43)	(44)	(45)	(46)					
NOVEN/UNIT	RECV	REVN	SENT	TO AET CODE	COMMENTS				
(47)	(48)	(49)	(50)	(51)	(52)				

Field	Length	Definition
1. FY (Fiscal Year)	2	Key field - required. Enter the last two digits of the fiscal year of the proposed contract or purchase order in 'YY' format. The year must be valid on the Fiscal Year Table (FSYR).
2. AGCY (Agency)	3	Key field - required. Enter the code of the agency originating the document to be tracked. The code must be valid in the Agency Table (AGCY).
3. ROUT # (Routing Number)	5	Key field - system-maintained. An automatically generated sequence number is displayed.
4. CNTR/PO (Contract/Purchase Order)	1	Required. Enter 'P' if the procurement will be acquired through a purchase order transaction, 'C' if it will be acquired through a service contract, or 'O' for other types of documents requiring routing/central approval.
5. TYPE	2	Required. Enter the code from the Contract Type Table (CTYP) that best describes the purchase.

CONTRACT ♦ PROCESSING ♦ GUIDE

COFRSSECTION 12: EXTENDED PURCHASING SUBSYSTEM
Contract Logging Inquiry Table (CLIN)

4.CLIN.3

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

- | | | |
|--|-------|--|
| 6. TOTAL AMT
(Total Amount) | 14 | Optional. Enter the total value of the procurement, including any amount spent in a prior fiscal year and amounts to be spent in future fiscal years. |
| 7. START DATE | 2 2 2 | Optional. Enter the term starting date of the contract or purchase order in 'MMDDYY' format. The date must be valid in the Calendar Date Table (CLDT). |
| 8. END DATE | 2 2 2 | Optional. Enter the term ending date of the contract or purchase order in 'MMDDYY' format. The date must be valid in the Calendar Date Table (CLDT). |
| 9. OWNER | 1 | System-maintained; defaults to 'A' on an (A)dd action. 'C' (Central) is displayed if a central control agency has ownership of the document. 'A' (Agency) is displayed if an operating agency has ownership of the document. |
| 10. ENC TOTAL
(Encumbrance Total) | 14 | Required. Enter the value of the purchase order or contract for the fiscal year shown in the Fiscal Year field (#1). If unknown, enter zero (0). A negative total is permitted. |
| 11. DESC
(Description) | 34 | Optional. Enter any comments about this contract or document. |
| 12. SEL METHD
(Selection Method) | 1 | Required. Enter a valid code from the Selection Method Table (SELM) indicating the method used to select the vendor. |
| 13. RFP/BID#
(Request for Proposal/Bid Number) | 14 | Required if the Selection Method field (#12) is 'B' or 'F'; otherwise optional. Enter the number of the request for proposal or bid used to procure this contract. |
| 14. CC/CM
(Capital Construction/
Controlled Maintenance) | 1 | Required. Enter 'Y' (Yes) if this contract is for capital construction or controlled maintenance or 'N' (No) otherwise. |
| 15. PROJ#
(DOAC Project Number) | 6 | Required if the CC/CM field (#14) is 'Y'; otherwise leave blank. Enter the six-digit project number assigned to this construction or maintenance contract by DOAC. |
| 16. BILL#
(Bill Number) | 2 2 4 | Required if the CC/CM field (#14) is 'Y'; otherwise leave blank. Enter the legislative bill authorizing the capital construction or controlled maintenance.

• In the first two characters, enter 'HB' (House Bill) or 'SB' (Senate Bill). |

CONTRACT ♦ PROCESSING ♦ GUIDE

COFRS

USER REFERENCE MANUAL

**SECTION 12: EXTENDED PURCHASING SUBSYSTEM
Contract Logging Inquiry Table (CLIN)**

4.CLIN.4

SYAD RELEASE: 08/30/96

- In the next two characters, enter the fiscal year ("YY") in which the bill was introduced. The year must be valid on the Fiscal Year Table (FSYR).
 - In the last four characters, enter the bill number assigned to the bill.
- | | | |
|--|-------|---|
| 17. PG
(Page) | 3 | Required if the CC/CM field (#14) is 'Y'; otherwise leave blank. Enter the page number in the legislative bill that authorizes the capital construction or controlled maintenance. |
| 18. AG BILL CODE
(Attorney General
Billing Code) | 2 2 5 | Required if the Contract/PO field (#4) is 'C'. If approval by the Attorney General's office is required for this contract, enter the Attorney General's billing code for this contract. The code must be valid on the Attorney General Billing Code Table (AGBC). If approval is not required, enter either 'WAIVED' or 'WAIVER' in this field. |
| 19. VENDOR CODE | 11 | Required. Enter the vendor code of the proposed vendor. The code must be valid on the Vendor Table (VEND). Miscellaneous vendor codes are not allowed. |
| 20. Vendor Name | 29 | System-maintained. The name of the proposed vendor is displayed. |
| 21. ENTRY DATE | 2 2 2 | System-maintained. The date when this record was added to the table is displayed. |
| 22. ROUTING | 1 | Optional. Enter the numerical order of contract review by central control agencies (Human Resources, Purchasing/State Buildings, Attorney General's Office, Division of Accounts and Control). For example, the first agency to review the contract should be labeled '1'. Leave the corresponding sequence field blank if a central control agency is not required to review the contract. Valid values are '1' to '4'; duplicate entries are not allowed. |
| 23. USER
(Agency Defined) | 9 | Optional. Enter this field per agency-specific instructions. |
| 24. REF#
(Reference Number) | 2 3 5 | Optional. If this contract or purchase order is related to a prior contract or purchase order, enter the fiscal year, agency and routing number of the prior document. |
| 25. PRGM CONTACT
(Program Contact) | 30 | Optional. Enter the name of the program manager responsible for this contract or purchase order. |

CONTRACT ♦ PROCESSING ♦ GUIDE

COFRS

USER REFERENCE MANUAL

SECTION 12: EXTENDED PURCHASING SUBSYSTEM
Contract Logging Inquiry Table (CLIN)

4.CLIN.5

SYAD RELEASE: 08/30/96

- | | | |
|--|-------|---|
| 26. PH
(Phone Number) | 3 3 4 | Optional. Enter the telephone number of the program manager. |
| 27. FAX | 3 3 4 | Optional. Enter the fax number of the program manager. |
| 28. ACCT CONTACT
(Accounting Contact) | 30 | Optional. Enter the name of the accounting liaison to contact in case of questions about this contract or purchase order. |
| 29. PH
(Phone Number) | 3 3 4 | Optional. Enter the telephone number of the accounting contact. |
| 30. FAX | 3 3 4 | Optional. Enter the fax number of the accounting contact. |
| 31. SQ #
(Sequence Number) | 1 | Optional. Enter a number indicating the sequence in which the contract or purchase order is to be routed to organizations or units for review/approval. For example, enter '1' for the first organization or unit to review the contract. Valid values are '1' to '5'; duplicate entries are not allowed. |
| 32. ORGN/UNIT
(Organization/Unit) | 11 | Optional. Enter the name of the organization or unit to receive this proposed contract for review. |
| 33. DATE RECV
(Date Received) | 2 2 | Optional. Enter the date when the proposed contract was received by the organization/unit in 'MMDD' format. |
| 34. DATE REVW
(Date Reviewed) | 2 2 | Optional if the Date Received field (#33) is entered; otherwise leave blank. Enter the date when the proposed contract was reviewed by the organization/unit in 'MMDD' format. |
| 35. DATE SENT | 2 2 | Optional if the Date Reviewed field (#34) is entered; otherwise leave blank. Enter the date when the proposed contract was sent to the next organization/unit in 'MMDD' format. |
| 36. SENT TO | 4 | Required if the Date Sent field (#35) is entered. Enter an abbreviation for the organization or unit to which the proposed contract was sent. |
| 37. ACT
(Action) | 1 | Optional. Enter 'A' to approve the proposed contract, or 'D' to disapprove it, 'H' to hold, 'R' to require corrections, or 'N' for not applicable. |
| 38. ERROR CODE | 5 | Required if the Action field (#37) is 'D'; leave blank if it is 'A'; otherwise optional. Enter the code from the Contract Error Table (CERR) explaining the reason for disapproving the proposed contract. |

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COFRS

USER REFERENCE MANUAL

SECTION 12: EXTENDED PURCHASING SUBSYSTEM
Contract Logging Inquiry Table (CLIN)

4.CLIN.6

SYAD RELEASE: 08/30/96

39. COMMENTS

- 27 Optional. Enter any comments about the review process, such as reasons for delay in receiving, reviewing or transmitting the proposed contract.

CONTRACT ♦ PROCESSING ♦ GUIDE

COFRSSECTION 12 EXTENDED PURCHASING SUBSYSTEM (EPS)
Contract Logging Inquiry by Vendor Table (CLIV)

4.CLIV.1

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

Contract Logging Inquiry by Vendor Table (CLIV) System-maintained

PURPOSE The Contract Logging Inquiry by Vendor Table (CLIV) is an alternate view of the Contract Logging Inquiry Table (CLIN). Organized by vendor name, it allows agencies to review all contracts and other document routings for a vendor.

FUNCTION Records are automatically maintained on this table through additions, changes and deletions on the Contract Logging Inquiry Table (CLIN).

KEY FIELDS Vendor Name

Contract Logging Inquiry by Vendor Table (CLIV)

ACTION: SCREEN: CLIV USERID: _____									
CONTRACT LOGGING INQUIRY BY VENDOR TABLE									
KEY IS VENDOR NAME VENDOR CODE FISCAL YEAR AGENCY ROUTING NUMBER									
(1) (2)									
VENDOR NAME VENDOR CODE									
CONT									
FY AGY ROUTE / PO PROJ USER DESCRIPTION ENTRY DAT									
(3)(4) (5) (6) (7) (8) (9) (10)									

Field	Length	Definition
1. VENDOR NAME	30	Key field - system-maintained. The name of vendor is displayed.
2. VENDOR CODE	11	Key field - system-maintained. The vendor code is displayed.
3. FY (Fiscal Year)	2	Key field - system-maintained. The fiscal year of the contract is displayed..
4. AGY (Agency)	3	Key field - system-maintained. The code of the agency originating the contract is displayed..

CONTRACT ♦ PROCESSING ♦ GUIDE

COFRSSECTION 12 EXTENDED PURCHASING SUBSYSTEM (EPS)
Contract Logging Inquiry by Vendor Table (CLIV)

4.CLIV.2

USER REFERENCE MANUAL

SYAD RELEASE: 08/30/96

- | | | |
|---|-------|---|
| 5. ROUT#
(Routing Number) | 5 | Key field - system-maintained. The contract/document routing number is displayed. |
| 6. CONT/PO
(Contract/Purchase Order) | 1 | System-maintained. A 'P' is displayed if the procurement will be acquired through a Purchase Order Transaction, 'C' if it will be acquired through a Service Contract Transaction or 'O' for other types of documents requiring routing/central approval. |
| 7. PROJ#
(Project Number) | 6 | System-maintained. The project number associated with the contract is displayed. |
| 8. USER
(Agency Defined) | 9 | System-maintained. The agency-defined information entered on the Contract Logging Inquiry Table (CLIN) is displayed. |
| 9. DESCRIPTION | 34 | System-maintained. The contract/document description, inferred from the Contract Logging Inquiry Table (CLIN), is displayed. |
| 10. ENTRY DAT
(Entry Date) | 2 2 2 | System-maintained. The date when the contract/document was added to the Contract Logging Inquiry Table (CLIN) is displayed. |

CONTRACT ♦ PROCESSING ♦ GUIDE

COFRS

SECTION 12: EXTENDED PURCHASING SUBSYSTEM (EPS)
Contract Type Table (CTYP)

4.СТУП.1

USER REFERENCE MANUAL

■ SYAD RELEASE 08/30/96

Contract Type Table (CTYP)
Centrally Defined

PURPOSE	This table specifies the contract type codes to enter on the Contract Logging Inquiry Table (CLIN).
FUNCTION	This table is referenced when the Contract Logging Inquiry Table (CLIN) is edited.
KEY FIELDS	Contract Type Code
PROCEDURE	Only the Division of Accounts and Control (DOAC) is authorized to add, change or delete information on this table. To request changes to this table, send a memo to DOAC specifying the changes.

Contract Type Table (CTYP)

[illegible]

Field	Length	Definition
1. CONTRACT TYPE CODE	2	Key field - required. If adding a contract type, enter a unique code. To change or delete an existing contract type, enter the affected code.
2. DESCRIPTION	60	Required. Enter a description of the contract type.

CONTRACT ♦ PROCESSING ♦ GUIDE

STATE OF COLORADO

GENERAL SUPPORT SERVICES
DIVISION OF PURCHASING

225 East 16th Avenue, Suite 900
Denver, Colorado 80203
Phone: (303) 866-6100
Fax: (303) 894-7445



Roy Romer
Governor

Department of Personnel
André N. Pettigrew
Executive Director

Nanci Kadlecik
Director

TO: Central Contract Reviewers

FROM: P/A Name

P/A Title

Signature: _____

DATE: / /

SUBJECT: Summary of Procurement / Vendor Selection Process
In Support of a Commitment Voucher

Notes:

- Do NOT use this form for State Buildings procurements (leases, architects/engineers, construction).
- This form MUST be completed & signed by an authorized Division of Purchasing purchasing agent ONLY.
- The using agency is responsible for ensuring that the contract complies with the award.

- 1 Contractor name _____
- 2 FEIN _____ MBE _____ WBE _____
- 3 Vendor address _____
- 4 Dollars - this contract \$ _____
- 5 Contract start date: _____ Contract end date: _____
- 6 This contract is a (select one): _____ one year contract _____ multi-year contract
_____ one year contract with option for _____ annual renewals
- 7 There is/are: _____ one contractor _____ multiple contractors (do this form for EACH winning contractor).
- 8 Describe / summarize services, deliverables and/or quantities (attach additional pages as needed):

USE OTHER SIDE TO IDENTIFY VENDOR SELECTION METHOD

AllProcurementSummary 012196

Supporting The Business of Colorado State Government

CONTRACT • PROCESSING • GUIDE

9. Competitive Vendor Selection Method Specify #
- | | | |
|---|--|--------------------------------|
| B | Invitation for Bid / Competitive Sealed Bid | # _____
24-103-202, CRS |
| F | Formal Request for Proposals / Competitive Sealed Proposal | # _____
24-103-203, CRS |
| Q | Documented Quotation | # _____
R-24-103-204-03 CCR |
10. Non-competitive Vendor Selection Method
[Be sure to include proof of having obtained any statutorily required prior approval.]
- | | | |
|---|--|-----------------------------|
| T | Discretionary / Competition Not Required | § R 24-103-204 et. seq. CCR |
| S | Sole Source | § 24-103-205, CRS |
| E | Emergency | § 24-103-206, CRS |
| R | Special Circumstances | § R 24-103-206-04 CCR |
| N | Competitive Negotiation | § R 24-103-206-05 CCR |
| W | Law specified vendor - vendor selection process is specified in another statute (usually the statute creating the program) | § 24-103-201(1), CRS |
| X | Exempt - procurement is exempt from Procurement Code, 24-101-105, CRS (specify reason below) | |
| | - No public funds are expended, or, the contract is revenue-producing | |
| | - Procurement is for legislative or judicial branch of government | |
| | - Vendor is other state agency/entity, political sub-division, other government | |
| | - Items purchased for resale (prior approval of State Purchasing Director required) | |
| G | - Funding source exemption (e.g., federal grant specifically names vendor, private-donation) | |

THIS DOCUMENT AND WRITTEN JUSTIFICATION FOR NON-COMPETITIVE VENDOR SELECTION MUST ACCOMPANY THE FINAL CONTRACT WHEN SUBMITTED FOR STATE CONTROLLER APPROVAL.

Comments:

Altireviewrpt_summary 012596

CONTRACT ♦ PROCESSING ♦ GUIDE

REPORT OF CONTRACTS RECEIVED AT SCO FOR THE QUARTER ENDING SEPTEMBER 30, 1996 RP_CL12

AGCT	AGCY	AGENCY NAME	TOTAL RECEIVED	TOTAL APPROVED	THOSE WITH ERRORS	PCT_ERRORS
----	----	-----	-----	-----	-----	-----
I	IHA	DEPARTMENT OF HUMAN SERVICES	43	33	10	23
	IIA	OHR - ADMINISTRATIVE OFFICES	5	5	0	0
	IIB	COLO. MENT HEALTH INST PUEBLO	4	4	0	0
	IIC	COLO. MENT HEALTH INST F LOGAN	9	8	1	11
	IJC	RIDGE REGIONAL CENTER	3	3	0	0
	IKA	DIV OF YOUTH CORRECTIONS	65	55	9	13
	ILA	TRINIDAD STATE NURSING HOME	1	1	0	0
	ILB	STATE VET CENTER AT HOMELAKE	1	0	1	100
	ILC	VET NURSING HOME AT FLORENCE	4	4	0	0
	ILD	VET NURSING HOME AT RIFLE	4	3	1	25
	ILE	WALSENBURG VET NURSING HOME	1	1	0	0
*TOTAL AGCT I			140	117	22	15
J	JAA	JUDICIAL	1	0	0	0
K	KAA	DEPT OF LABOR AND EMPLOYMENT	1	1	0	0
L	LAA	DEPARTMENT OF LAW	6	5	1	16
M	MAA	GENERAL ASSEMBLY	1	1	0	0
	MCA	LEGISLATIVE COUNCIL	5	5	0	0
	MDA	STATE AUDITOR	6	3	3	50
*TOTAL AGCT M			12	9	3	25
N	NAA	DEPARTMENT OF LOCAL AFFAIRS	60	51	9	14
O	OAA	DIVISION OF NATIONAL GUARD	4	3	1	25
P	PBA	DIVISION OF WILDLIFE	54	47	7	12
	PCA	BOARD OF LAND COMMISSIONERS	1	1	0	0
	PDA	WATER CONSERVATION BOARD	12	8	2	16
	PEA	DIVISION OF WATER RESOURCES	16	16	0	0
	PJA	PARKS AND OUTDOOR RECREATION	11	10	1	9
	PKA	MINED LAND RECLAMATION DIV	10	8	1	9
*TOTAL AGCT P			104	90	11	10
R	RAA	DEPARTMENT OF PUBLIC SAFETY	22	10	12	54
S	SAA	DORA - EXECUTIVE DIRECTOR	23	5	18	78
T	TAA	REVENUE - ADMINISTRATION	9	6	2	22

CONTRACT ♦ PROCESSING ♦ GUIDE

STATE OF COLORADO
STATE CONTROLLERS OFFICE - RP CLIN2
TOTAL DAYS BETWEEN FIRST AGENCY ENTRY TO CLIN AND AND FINAL CENTRAL
AGENCY APPROVAL FOR CONTRACTS - FOR FISCAL YEAR 1996-97 THRU 02/12/97

ROUTE NUMBER	ENTRY DATE	LAST DAY	DAYS	DAYS AT PERSONNEL	DAYS AT PUR/BLDG	DAYS AT ATTN GENL	DAYS AT SCO	ERRORS FOUND BY PERSONNEL	ERRORS FOUND BY PUR/BLDG	ERRORS FOUND BY ATT GEN	ERRORS FOUND BY SCO
AAA DOP - EXECUTIVE DIRECTOR											
00001	07/22/96	08/08/96	17	0	0	0	0				
00002	12/20/96	12/27/96	7	0	0	3	4			LEZAZ	
AAB SYSTEMS APPLICATIONS SUPPORT											
01002	01/07/97	01/23/97	16	0	0	1	0				
AAE DISASTER EMERGENCY											
00001	06/18/96	06/18/96	0	0	0	0	7				SCMEZ
00002	07/09/96	08/06/96	28	0	0	0	11				
00003	07/23/96	08/08/96	16	0	5	1	3				
00004	08/13/96	10/17/96	65	0	13	35	36			LFNDZ	SFNA
00005	08/12/96	09/19/96	7	0	0	3	2				
00006	10/15/96	10/17/96	2	0	0	1	1				
00007	10/21/96	11/01/96	11	0	0	9	4			LFXZZ	SFNA
00008	10/25/96	11/01/96	7	0	0	1	3				
00010	10/28/96	11/01/96	4	0	0	0	0				
00011	10/31/96	11/08/96	8	0	0	0	1				
00012	11/08/96	11/13/96	5	0	0	0	0				
00013	11/08/96	11/13/96	5	0	0	0	0				
00014	11/12/96	11/13/96	1	0	0	0	0				
00015	11/21/96	11/26/96	5	0	0	0	0				
00017	12/18/96	12/20/96	2	0	0	0	1				
00020	02/03/97	02/05/97	2	0	0	0	0				
AAG DIVISION OF CENTRAL SERVICES											
01001	07/22/96	08/06/96	15	0	0	0	11				
01002	10/22/96	10/29/96	7	0	0	0	6				
01003	11/26/96	11/27/96	1	0	0	0	0				
01004	11/26/96	11/27/96	1	0	0	0	0				
AA7 CAPITOL COMPLEX FACILITIES											
01001	08/08/96	08/22/96	14	0	0	3	8				SCNRC
01002	09/26/96	10/04/96	8	0	0	1	3				
01003	11/12/96	11/13/96	1	0	0	0	0				
ACA DIV OF ADMINISTRATIVE HEARINGS											
01001	12/20/96	12/20/96	0	0	0	0	0			LEZZZ	
ACB DIVISION OF STATE BUILDINGS											
01001	10/10/96	10/17/96	7	0	0	1	6				
01002	10/10/96	10/17/96	7	0	0	1	2				
01003	10/10/96	10/17/96	7	0	0	1	2				
AEA HUMAN RESOURCE SERVICES											

CONTRACT ♦ PROCESSING ♦ GUIDE

COLORADO STATE CONTROLLERS OFFICE
REPORT OF CONTRACT ACTIVITY
RP_CLAGY - FISCAL YEAR 1996-97 - THRU 03/04/97
AGENCY GBA

ROUTE NUMBER	REF NUMBER	VENDOR NAME	START DATE	END DATE	TY PE	S L RFP #	DATE RECVD	DATE SENT	SENT TO	AG BILL CODE ONE	AG BILL CODE TWO	AG BILL CODE THREE	AMOUNT
11001		BOULDER PUBLIC LIBRARY	07/01/96	06/30/97	A	R				HE	AH	IJOM	30,00
11002		COLORADO ARTS CONSORTI	07/01/96	06/30/97	A	R				HE	AH	IJOM	62,00
11003		COLO ALLIANCE FOR ARTS	07/23/96	06/30/97	A1	R				HE	AH	IJOM	20,00
11004		YOUNG AUDIENCES INC	07/23/96	06/30/97	A1	R				HE	AH	IJOM	219,12
11005		REED, CARL A	10/04/96	07/30/97	A1	E				HE	AH	IJOM	30,00
11006		CARPENTER, EDWARD S	10/04/96	06/01/97	A1	X				HE	AH	IJOM	142,00
11007		MUSEUM OF WESTERN COLO	10/09/96	12/31/96	A1	X				HE	AH	IJOM	11,60
11008		ALCHEMY WORKS	11/08/96	06/30/97	A1	X				HE	AH	IJOM	36,50
11009		MUSICK, PATRICIA RUTH	11/22/96	11/30/97	A1	X				HE	AH	IJOM	80,00
11010		VERY SPECIAL ARTS COLO	01/21/97	06/30/97	A1	S				HE	AH	IJOM	5,00
11011		COLORADO MOUNTAIN COLL	01/21/97	06/30/97	A1	G				HE	AH	IJOM	23,10
TOTAL CNT PO C													659,38
TOTAL AGCY GBA													659,38

CONTRACT ♦ PROCESSING ♦ GUIDE

COLORADO STATE CONTROLLERS OFFICE
REPORT OF CONTRACT ACTIVITY BY VENDOR
RP_CLAGY - FISCAL YEAR 1996-97 - THRU 03/04/97
AGENCY GBA

C	P	VENDOR NAME	ROUTE NUMBER	USER	REF NUMBER	DATE RECVD	START DATE	END DATE	AMOUNT
C		ALCHEMY WORKS	01008				11/08/96	06/30/97	36,500.00
		BOULDER PUBLIC LIBRARY FD INC	01001				07/01/96	06/30/97	30,000.00
		CARPENTER, EDWARD S	01006				10/04/96	06/01/97	142,000.00
		COLO ALLIANCE FOR ARTS ED	01003				07/23/96	06/30/97	20,000.00
		COLORADO ARTS CONSORTIUM	01002				07/01/96	06/30/97	62,000.00
		COLORADO MOUNTAIN COLLEGE	01011				01/21/97	06/30/97	23,100.00
		MUSEUM OF WESTERN COLORADO	01007				10/09/96	12/31/96	11,667.00
		MUSICK, PATRICIA RUTH	01009				11/22/96	11/30/97	80,000.00
		REED, CARL A	01005				10/04/96	07/30/97	30,000.00
		VERY SPECIAL ARTS COLORADO	01010				01/21/97	06/30/97	5,000.00
		YOUNG AUDIENCES INC	01004				07/23/96	06/30/97	219,120.00
		*TOTAL CNT PO C							659,387.00
		*TOTAL AGCY GBA							659,387.00

CONTRACT ♦ PROCESSING ♦ GUIDE

COLORADO STATE CONTROLLERS OFFICE
REPORT OF CONTRACT ACTIVITY BY USER
RP_CLAGY - FISCAL YEAR 1996-97 - THRU 03/04/97
AGENCY GBA

C P USER	ROUTE NUMBER	REF NUMBER	VENDOR NAME	DATE RECVD	START DATE	END DATE	AG	AG	AG	AMOU
							BILL CODE ONE	BILL CODE TWO	BILL CODE THREE	
C	01001		BOULDER PUBLIC LIBRARY FD INC	07/01/96	06/30/97	HE	AH	IJOM		30,000.0
	01002		COLORADO ARTS CONSORTIUM	07/01/96	06/30/97	HE	AH	IJOM		62,000.0
	01003		COLO ALLIANCE FOR ARTS ED	07/23/96	06/30/97	HE	AH	IJOM		20,000.0
	01004		YOUNG AUDIENCES INC	07/23/96	06/30/97	HE	AH	IJOM		219,120.0
	01005		REED, CARL A	10/04/96	07/30/97	HE	AH	IJOM		30,000.0
	01006		CARPENTER, EDWARD S	10/04/96	06/01/97	HE	AH	IJOM		142,000.0
	01007		MUSEUM OF WESTERN COLORADO	10/09/96	12/31/96	HE	AH	IJOM		11,667.0
	01008		ALCHEMY WORKS	11/08/96	06/30/97	HE	AH	IJOM		36,500.0
	01009		MUSICK, PATRICIA RUTH	11/22/96	11/30/97	HE	AH	IJOM		80,000.0
	01010		VERY SPECIAL ARTS COLORADO	01/21/97	06/30/97	HE	AH	IJOM		5,000.0
	01011		COLORADO MOUNTAIN COLLEGE	01/21/97	06/30/97	HE	AH	IJOM		23,100.0
SUBTOTAL										659,387.0
*TOTAL CNT_PO C										659,387.0
*TOTAL AGCY GBA										659,387.0

CONTRACT • PROCESSING • GUIDE

COLORADO STATE CONTROLLERS OFFICE ANNUAL REPORT OF CONTRACTS FOR PERSONAL SERVICES CLIN_ANL - FISCAL YEAR 1996-97 - THRU 05/08/97 AGENCY FAA

CATEGORY: PURCHASED SERVICES			
VENDOR NAME	REFERENCE NO	DESCRIPTION	AMOUNT
AMERICAN CANCER SOCIETY	97PPG05258	CANCER SCREENING SVCS	1,977,516.00
AMERICAN LUNG ASSOC OF COLORAD	97PPG05022	ASSIST PROGRAM COMMUNITY SERVIC	106,000.00
ARKANSAS VALLEY REGIONAL MED C		HCP97	.00
ASPEN VALLEY HOSPITAL DISTRICT	97HCP05407	INPT/OTPT HOSPITAL SERVICES	.00
AVISTA HOSPITAL	97HCP05430	INPT/OTPT HOSPITAL SERVICES	.00
BOULDER CO HEALTH NETWORK INC	96S0003218	HIV CARE CONSORTIA SVCS	37,757.00
BOULDER VALLEY WOMENS HEALTH C		PPG9705261 ANGELO MINUTI	106,125.00
BRIGHTON COMMUNITY HOSPITAL	97HCP05428	INPT/OTPT HOSPITAL SERVICES	.00
CAPITOL HILL UNITED NEIGHBORHO	97PPG05263	CANCER SCREENING SVCS	.00
CHILDRENS HOSPITAL ASSOCIATION		FPP960007 GLENEDA HAYES	20,000.00
CLINICA CAMPESENA FAMILY HEALT	97PPG05264	CANCER SCREENING SVCS	.00
COLO COALITION AGNST SEX ASSLT	97PPG05262	SEXUAL ASSAULT PREVENTION/ED	166,962.00
COLO COUNCIL OF BLACK NURSES I	97PPG05260	CANCER SCREENING SVCS	.00
COLORADO SPRINGS OSTEOPATHIC		PPG9705272 ANGELO MINUTI	.00
COLUMBIA HEALTHCARE LLC	97HCP05410	INPT/OTPT HOSPITAL SERVICES	.00
COLUMBINE FAMILY HEALTH CENTER		PPG9705265 ANGELO MINUTI	.00
COMMUNITY HEALTH CENTERS INC	96EPI0616	COMMUNITY IMMUNIZATION PLAN	18,542.00
COMMUNITY HEALTH SERVICES INC		PPG9705267 ANGELO MINUTI	45,374.80
COMMUNITY HOSPITAL	97HCP05416	INPT/OTPT HOSPITAL SERVICES	.00
COMMUNITY HOSPITAL ASSOCIATION	97HCP05411	INPT/OTPT HOSPITAL SERVICES	.00
CONEJOS COUNTY HOSPITAL	97HCP05408	INPT/OTPT HOSPITAL SERVICES	.00
DEVELOPMENTAL OPPORTUNITIES	96EPI0618	COMMUNITY IMMUNIZATION SVCS	5,000.00
DOLORES COUNTY HEALTH ASSOCIAT		PPG9705266 ANGELO MINUTI	.00
GANAS	97PPG05026	ASSIST PROGRAM COMMUNITY SERVIC	36,975.00
HIGH PLAINS COMMUNITY HEALTH C		PPG9705375 B. SMITH-EL-SENSUSSI	.00
HOPE FOR THE CITY	97EPI05402	COMMUNITY IMMUNIZATION SVCS	10,000.00
INNER CITY HEALTH CTR		PPG9705273 ANGELO MINUTI	.00
KEEFE MEMORIAL HOSPITAL	97HCP05415	INPT/OTPT HOSPITAL SERVICES	.00
LA CLINICA TEPEYAC INC	97PPG05293	CANCER SCREENING SVCS	.00
LAKE CITY AREA MEDICAL CENTER		CNS9705056 B. SMITH-EL-SENSUSSI	4,041.60
LEVINSON, ARNOLD H	94PPG0566	ASSIST PROGRAM COMMUNITY SERVIC	25,000.00
LONGMONT UNITED HOSPITAL ASSN	97HCP05417	INPT/OTPT HOSPITAL SERVICES	400,000.00
LUTHERAN HOSPITAL	97HCP05418	INPT/OTPT HOSPITAL SERVICES	.00
MAMMOGRAPHY RESOURCES LIMITED		PPG9705278 ANGELO MINUTI	.00
MEMORIAL HOSPITAL	97HCP05421	INPT/OTPT HOSPITAL SERVICES	.00
MERCY MEDICAL CENTER	97HCP05422	INPT/OTPT HOSPITAL SERVICES	.00
MONTROSE MEMORIAL HOSPITAL	97HCP05424	INPT/OTPT HOSPITAL SERVICES	.00
NATIONAL COUNCIL ALCOHOLISM &	97PPG05028	ASSIST PROGRAM COMMUNITY SERVIC	41,943.00
NATIONAL JEWISH CENTER	97HCP05425	INPT/OTPT HOSPITAL SERVICES	.00
NORTHWEST COLO VISITING NURSE		PPG9705281 ANGELO MINUTI	190,220.70
PARK HOSPITAL DISTRICT	97HCP05413	INPT/OTPT HOSPITAL SERVICES	.00
PARKVIEW EPISCOPAL MEDICAL CEN	97HCP05426	INPT/OTPT HOSPITAL SERVICES	.00
PEOPLES CLINIC INC	97EPI05308	REFUGEE RESETTLEMENT SVCS	7,200.00

CONTRACT ♦ PROCESSING ♦ GUIDE

COLORADO STATE CONTROLLERS OFFICE ANNUAL REPORT OF CONTRACTS FOR PERSONAL SERVICES CLIN_ANL - FISCAL YEAR 1996-97 - THRU 05/08/97 AGENCY FAA

CATEGORY: PROFESSIONAL/TECHNICAL			
VENDOR NAME	REFERENCE NO.	DESCRIPTION	AMOUNT
CHILDREN'S MUSEUM OF DENVER IN		WQC960461 JOHN CHASE	45,500.00
COLO CATTLE FEEDERS ASSOC	97WQC05093	NPS FUNDS FOR POLLUTION PREV.	42,900.00
COLORADO FOUNDATION FOR AGRICU		WQC9705090 JOHN CHASE	102,000.00
COLORADO WILDLIFE HERITAGE FOU		WQC9705098 JOHN CHASE	80,000.00
HALL, MAURICE D	97WQC05391	DEV OF COLO WATERSHED STUDY	30,000.00
LOVELAND CITY OF	97WQC05393	WATERSHED PLANNING PROJECT	15,750.00
SAN JUAN RESOURCE CONSERVATION		WQC9705091 JOHN CHASE	89,475.00
SENEC OAK RIDGE INC		ENV9705002 KATHLEEN DECKLER	110,000.00
SYSTEMS WEST COMPUTER RESOURCE		HR09705001 GARY MANDAIR	45,000.00
TELLURIDE INSTITUTE	97WQC05389	DESIGN OF URBAN RUNOFFS BMP'S	15,000.00
THOMPSON COMMUNICATIONS INC	95PPG0714	STOP SMOKING INTERVENTION SVCS	20,000.00
UNIVERSITY OF UTAH	97PPG05083	CANCER REGISTRY DATABASE MAINT	35,805.00
SUBTOTAL PROFESSIONAL/TECHNICAL			631,435.00

CONTRACT ♦ PROCESSING ♦ GUIDE

COLORADO STATE CONTROLLERS OFFICE
ANNUAL REPORT OF CONTRACTS FOR PERSONAL SERVICES
CLIN_ANL - FISCAL YEAR 1996-97 - THRU 05/08/97
AGENCY FAA

CATEGORY: EQUIPMENT MAINTENANCE\REPAIR			
VENDOR NAME	REFERENCE NO.	DESCRIPTION	AMOUNT
SIEMENS ROLM COMMUNICATIONS IN		ADMC979653 ANGIE DICUS	86,564.00
US WEST COMMUNICATIONS	94ADM1059	TELEPHONE SERVICE AGREEMENT	9,000.00
SUBTOTAL EQUIPMENT MAINTENANCE\REPAIR			95,564.00

CONTRACT • PROCESSING • GUIDE

COLORADO STATE CONTROLLERS OFFICE
ANNUAL REPORT OF CONTRACTS FOR PERSONAL SERVICES
CLIN_ANL - FISCAL YEAR 1996-97 - THRU 05/08/97
AGENCY FAA

CATEGORY		ARCHITECTURE\ENGINEER\CONSTRUCTION SERVICES OR TRADES	
VENDOR NAME	REFERENCE NO	DESCRIPTION	AMOUNT
EMPIRE, TOWN OF		WQC950673 JOHN CHASE	168,000.00
INFILCO DEGREMONT INC	95HAZO725	MINE DRAINAGE TREATMENT CONST	.00
MORGAN COUNTY, TREASURER		ASSIGNED BLOCK NUMBERS	.00
SUBTOTAL ARCHITECTURE\ENGINEER\CONSTRUCTION SERVICES OR TRADES			168,000.00

CHAPTER III

NON-DELEGATED AGENCY CONTRACT PROCESSING PROCEDURES

SECTION 1

SUBMITTING A NON-DELEGATED CONTRACT FOR APPROVAL

PURPOSE

This procedure provides guidance to agencies when they are submitting original contracts, amendments, change orders, supplements, and other contract modifications to the State Controller's Office (SCO) for approval and signature by the state controller or his designee. The approval of these agreements is based upon their compliance with 24-30-202, CRS, the State Fiscal Rules, and their legal sufficiency.

DEFINITIONS

Contract - A formal legally binding agreement between two state agencies or one state agency and another party which ultimately results in the disbursement of funds. A contract can be distinguished from a purchase order by the fact that a contract will contain the signatures of both the state agency representative and the outside party providing service or goods, while a purchase order will contain only the signature of the state agency representative.

Contract Routing Form - A form containing contract information must be attached to all contracts, amendments, change orders, supplements, and other modifications that are required to be sent to the SCO for approval and signature. This form may be a screen print of the CLIN and CLI2 tables or, for agencies that do not use COFRS as their main accounting system, the Correctional Industries form identified as number 395-53-07-0085.

Exempt Contract - A contract that does not require the state controller's approval and signature to be valid and binding upon the State of Colorado. This category includes all contracts that do not require a disbursement of funds.

Multi-year Contract - A contract whose term falls within at least two state fiscal years.

Signature Attestation - To authenticate a signature by signing as a witness. This is usually performed by the secretary of a corporation to affirm another officer's signature and title.

ACCOUNTING/FISCAL ADMINISTRATIVE REQUIREMENTS

All contracts, amendments, change orders, supplements, and other modifications must have a contract routing/documentation form attached to them when submitted to SCO for processing and approval.

All contracts, amendments, change orders, supplements, and other modifications submitted to the SCO for processing and approval must be accompanied by an encumbrance transaction document. If the agreement does not contain a stated maximum amount to be disbursed by the state or if the agency does not wish to encumber the funds, then the agreement must be accompanied by a State Fiscal Rule waiver approved and signed by the state controller. Agencies that use COFRS as their main accounting system must attach a COFRS document that can be approved by the SCO or a COFRS document that proves that the encumbrance has been recorded. **However, if any payments have been made to the contractor, prior to the agreement being signed by the state controller, the agreement may not be approved and may be considered null and void as provided by CRS 24-30-202(3).** Agencies that do not use COFRS as their main accounting system must attach a document that proves that the encumbrance was recorded on their accounting system.

All contracts, amendments, change orders, supplements, and other modifications submitted to the SCO for processing and approval that do not strictly adhere to the State Fiscal Rules must be accompanied by a State Fiscal Rule waiver approved and signed by the state controller.

Three copies (four for lease agreements) of contracts, amendments, change orders, supplements, or other modifications containing original signatures of the vendor, the authorized agency representative, and the architect/engineer if applicable must be submitted when agreements are forwarded to the SCO for approval.

Agency representatives can only be authorized to sign agreements by the Executive Director of their department or the President of a university or college. The signature of the authorized representative must be recorded on the Signature Authorization Form for Contracts and on file at the SCO.

If the original contract required the approval and signature of the state controller, then all amendments, change orders, supplements, and modifications related to that contract must be submitted to the state controller for approval and signature, irrespective of whether or not a disbursement of funds is required by the amendment, change order, supplement, or modification.

All required approvals from other central approvers must be obtained before the SCO can process and approve an agreement. Please review Chapter II for questions related to required approvals.

PROCEDURAL STEPS

Step 1 Have the contract signed by the vendor and then the agency.

The vendor signature can be one of the following without an attestation:

- a) an individual, if the vendor is an individual or sole proprietorship.
- b) a general partner, if the vendor is a partnership.
- c) a member or manager, if the vendor is a limited liability company (LLC).

All other signatures must be attested and include the appropriate attestation signature.

The agency signatory must be authorized and **on file** with the SCO. If there are any other agency internal approvals, such as a purchasing agent, they should be obtained at this time.

Step 2 Complete the required fields of the contract routing form. See Chapter II for guidance in completing the correct form.

Step 3 Prepare an encumbrance document to be sent with the agreement. The encumbrance document must meet the following criteria:

If a COFRS document is submitted it must be ready for approval. (Instructions for processing agreements prior to the beginning of a new fiscal year can be found in the Open/Close Instructions published by the SCO.)

The vendor name on the encumbrance document must be the same as the party contracting with the state agency.

The accounting information must be the same as on the front page of the contract.

The amount must equal the payment amount stated in the agreement. For multi-year agreements only the current year payment amount must be encumbered unless the appropriation is part of the capital construction fund then the entire amount must be encumbered. If the amount to be paid must be computed by a calculation the agency should explain on the encumbrance document how they arrived at that amount.

Step 4 Attach the encumbrance document to the agreement and forward to the SCO for routing to the first central approver identified on the routing slip. *(Failure to comply with this step will cause a delay in the processing and approval of the agreement.)*

SECTION 2
**REQUESTING THE EMERGENCY PROCESSING OF A
CONTRACT**

PURPOSE

This procedure provides guidance to agencies who wish to request emergency processing of a agreement by the State Controller's Office (SCO).

DEFINITIONS

Executed Contract - A contract that has been approved and signed by all parties required to sign the contract.

ACCOUNTING/FISCAL ADMINISTRATIVE REQUIREMENTS

All required documentation for the processing and approval of a agreement must be available to the SCO contract signatory prior to the execution of that agreement. No agreement will be processed and approved by the SCO contract signatory unless the required documentation is presented in the correct form as outlined by the contract procedures issued by the SCO.

All agreements must have been approved by the required central approving agencies prior to the agency request for emergency agreement processing to the SCO. Please review Chapter II for questions related to required approvals.

Agreements executed by the emergency request procedure must be picked up by the requesting agency or delivered by a priority mail service to the requesting agency, no emergency agreements will be placed in the agency mailboxes located in the SCO.

Agreements that have been rejected by the SCO because of errors are not eligible to be executed by the emergency request procedure until all reasons for the rejection have been corrected.

PROCEDURAL STEPS

The various methods of requesting emergency processing and approval of agreements are explained in detail in the following procedural steps. Procedure steps one and two are applicable to all emergency requests while steps three, four, and five each address specific emergency requests.

Steps for All Emergency Agreements

- Step 1 Review the agreement and verify that all required approvals and signatures, other than the state controller's, have been applied to the contract prior to contacting the SCO and requesting emergency processing and approval of the agreement.
- Step 2 Verify that all required documents have been completed and are available to the SCO contract signatory.

*(It is **imperative** to obtain the routing number of the contract packet before making any request for emergency contract processing.)*

Steps for the "Walk-Through" Contract OR

- Step 3 Proceed with the following actions:
- A. Call the SCO contract signatory for an appointment time.
 - B. Hand carry the agreement and other required documentation to the SCO contract signatory at the appointed time.
 - C. Receive executed contract from SCO contract signatory.

Steps for the "Telephone Request Approval" Contract

- Step 3 Proceed with the following actions:
- A. Verify that the contract is in the possession of the SCO contract signatory by viewing the CLI2 table in COFRS.
 - B. Call the SCO contract signatory at 866-3820 to request emergency processing and to indicate the desired time for the execution of the contract after which an agency representative will pick it up.
 - C. Pick up executed contract from the SCO contract signatory at the appointed time.

Steps for the "Overnight Mail Approval" Contract

- Step 4 Proceed with the following actions:
- A. Verify that the contract is in the possession of the SCO contract signatory by viewing the CLI2 table in COFRS.
 - B. Call the SCO contract signatory at 866-3820 and request emergency contract processing.

- C. Give the SCO contract signatory your agency's overnight mail service billing code.

CHAPTER IV
DELEGATED AGENCY
CONTRACT PROCESSING PROCEDURES

SECTION 1
REQUESTING DELEGATION FOR CONTRACT
SIGNATURE AUTHORITY

Chief financial officers and controllers may request that the state controller delegate his statutorily required signature authority for state contracts to them personally. This procedure provides guidance to agencies who are applying for the delegation of the state controller's signature authority for contracts. The state controller is the only person who can delegate his signature authority to approve state contracts to other state officers. The delegation may be granted for those contracts which require on-site approval or where situations dictate special processing and approval by the agency.

The following steps must be completed by agency personnel in order for the agency to request delegation of the state controller's approval and signature for contracts.

PROCEDURAL STEPS

- Step 1 Read the Definitions and Accounting/Fiscal requirements sections of this Chapter, Chapter 3 and 4 of the State Fiscal Rules, and Section 3 of this Chapter dealing with approving a delegated contract. If you can comply with all of these rules and requirements please proceed, if you cannot comply with all of these rules and requirements please do not apply for signature delegation. All delegates of the state controller have the same responsibilities as the state controller and are subject to the same penalties as the state controller for non-compliance with the rules and regulations.
- Step 2 Complete the "Contract Signature Primary Delegation Request Form", if applicable the "Sub-Delegation Request Form", if applicable the 'Delegated Agency Attorney Data Form', and a 'Waived Contract Reviewer Data Form' if your agency has requested a waiver from the Central Approval Task Force (CATF). These forms are included in this Chapter (see pages 6-9).
- Step 3 Forward the completed forms to the State Controller's Office for review and approval. Applicants will receive written notification of the signature authorization (if any) delegated to them.

DEFINITIONS

Contract - A formal legally binding agreement between two state agencies or one state agency and another party which ultimately results in the disbursement of funds. A contract can be distinguished from a purchase order by the fact that a contract will contain the signatures of both the state agency representative and the outside party providing service or goods, while a purchase order will contain only the signature of the state agency representative.

Contract Routing Form - A form containing contract information must be attached to all contracts, amendments, change orders, supplements, and other modifications that are required to be sent to the SCO for approval and signature. This form may be a screen print of the CLIN and CLI2 tables or, for agencies that do not use COFRS as their main accounting system, the Correctional Industries form identified as number 395-53-07-0085.

Delegated Contract - A contract that is approved and signed for the state controller by a delegate at a state agency who is designated by the state controller and is following approval guidelines issued by the state controller.

Exempt Contract - A contract that does not require the state controller's approval and signature to be valid and binding upon the State of Colorado. This category includes all contracts that do not require a disbursement of funds.

Multi-year Contract - A contract whose term falls within at least two state fiscal years.

Non-Delegated Contract - A contract that must be approved and signed by the state controller or by delegates within the State Controller's Office to be valid and binding upon the State of Colorado.

Primary Delegate - A chief financial officer or agency controller who is authorized to sign contracts for the state controller.

Sub-Delegate - An agency employee designated by the primary delegate and delegated by the **state controller** to sign contracts for the state controller.

Waived Contract - A delegated contract that has been reviewed and approved as to form by the central approvers requested by the agency to waive the agreement, including the attorney general. This allows the initiating agency to complete some vendor specific information on the contract, such as name and payment amount, without rewriting standard information such as scope of work. The contract can then be reviewed and approved at the agency without a specific review of each contract by the central approvers.

Waived Contract Reviewer - An agency employee designated by the primary delegate and approved by the state controller, who reviews waived contracts for completeness and insures that the text of these contracts has not been altered from the text approved by the attorney general.

ACCOUNTING/FISCAL ADMINISTRATIVE REQUIREMENTS

Only the state controller may delegate his signature authority to approve and sign state contracts.

Only the state controller may waive a State Fiscal Rule, **delegates do not have this authority**. If a contract requires the waiver of a State Fiscal Rule in order to be approved it must be sent to the state controller for review.

A primary delegate must be either a chief financial officer or agency controller.

Primary delegates may not sub-delegate their delegation of the state controller's signature authority for contracts. Primary delegates may request sub-delegation for their employees to sign contracts from the state controller.

When a person with primary delegation leaves the agency or changes positions within an agency, the agency must notify the state controller's office in writing and the delegation of the state controller's signature authority becomes null and void. The person who assumes the vacated position must reapply to the state controller for contract signature delegation.

When a person with sub-delegation leaves the agency or changes positions within the agency, the agency must notify the State Controller's Office in writing of the change.

When the designated attorney who provides the legal review leaves the agency or changes positions within the agency, the agency must notify the State Controller's Office in writing of the change.

When the waived contract reviewer leaves the agency or changes positions within the agency, the agency must notify the State Controller's Office in writing of the change.

If a primary delegate wishes to revoke a sub-delegate's authority to sign contracts because of a change in position or for any other reason, the primary delegate must notify the State Controller's Office in writing. The State Controller's Office will revoke the sub-delegate's authority and will issue a new letter of delegation.

Agencies may not request signature authority for contracts associated with debt collection services or major revisions of existing financial systems.

The primary delegate and all sub-delegates have the same responsibilities as the state controller when signing contracts for the state controller. This includes adherence to all State Fiscal Rules associated with contracts as well as all procurement rules and requirements for hiring private vendors.

A copy of the agency's contract processing procedures and all contracts must be available for review by the state controller's internal auditor.

The same person may not sign a contract for both the agency and the state controller.

The State Controller's Office may review all delegated contracts for compliance at their convenience.

All original contracts, contract change orders, contract amendments, and supplements requiring a disbursement of funds for which an agency does not have delegated signature authority must be approved and signed at the office of the state controller.

The state controller's delegate is always the last person to sign a contract or contract modification. All of the other required signatures, the vendor, the agency representative, and the attorney providing the legal review must take place prior to the approval and signature of the state controller's delegate.

All contracts and amendments must have been reviewed for legal sufficiency and signed by the attorney designated by the state controller, prior to approval and signature by a state controller's delegate. The only exceptions to this rule are interagency agreements and agreements that have been waived through the Central Approval Task Force process.

All waived contracts must be signed by the waived contract reviewer prior to signature and approval by the primary or sub-delegate. (A primary or sub-delegate may perform the functions of the waived contract reviewer, provided that they have been designated as such by the state controller's letter of delegation.)

All delegated contracts and contract modifications must have an encumbrance recorded on the agency's principal accounting system prior to approval and signature of the agreement by a state controller's delegate.

All amendments, change orders, and supplements that do not require a disbursement of funds that are related to a contract that required the disbursement of funds must be approved by a state controller's delegate.

All personal service contracts must have a certification of independent contractor form reviewed and approved by the Department of Personnel prior to approval and signature of the contract by a state controller's delegate. This form is included in this Chapter (see pages 10-11).

All contracts and amendments which the designated attorney refuses to sign must be submitted to the state controller for approval and signature by following the procedure outlined in Chapter V of this guideline.

Agencies are required to maintain a log for all delegated contracts and contract modifications. This log must contain the following data elements:

- ♦ The COFRS alpha code assigned to the agency.

- ♦ A contract control number (routing number) that the agency is responsible for defining.
- ♦ The name of the vendor.
- ♦ The type of contract, as defined in Chapter II of these guidelines.

The primary delegate and any sub-delegates must adhere to all requirements of delegation listed in their letter of delegation.

**CONTRACT SIGNATURE
PRIMARY DELEGATION REQUEST FORM**

I, _____ currently acting in the position of _____
_____ for _____ am requesting primary delegation of the
state controller's signature authority for the following types of contracts.

DESCRIPTION OF CONTRACT

CONTRACT TYPE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have read the requirements section of the procedure for requesting signature delegation, the agency contract approval procedure, and Chapter 3 of the fiscal rules. I understand that the responsibility I am requesting as a primary delegate for the state controller will be the same as the state controller's responsibility. I hereby agree to follow the accounting/fiscal requirements contained in the procedure for requesting signature delegation, the agency contract approval procedure, and all requirements related to contracts in Chapter 3 of the fiscal rules.

Signed this _____ day of _____.

By: _____

Exception contract signatory recommendation: ☐ Approve ☐ Reject

Reason _____

**CONTRACT SIGNATURE
SUB-DELEGATION REQUEST FORM**

I, _____ currently acting in the position of _____
_____ for _____ am requesting sub-delegation of my contract
signature authority for the state controller signature authority to the following employees for the
following types of contracts.

NAME	STATE CLASSIFICATION	DESCRIPTION OF CONTRACT TYPE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I will insure that all sub-delegates read and comply with the requirements section of the procedure for requesting signature delegation, the agency contract approval procedure, and Chapter 3 of the fiscal rules. I will be responsible for all actions of the sub-delegate(s) in the performance of their duty of signing contracts for the state controller.

Signed this _____ day of _____.

By: _____

Exception contract signatory recommendation: ☐ Approve ☐ Reject

Reason _____

**DELEGATED AGENCY
ATTORNEY DATA FORM**

NAME OF ATTORNEY

COLORADO SUPREME COURT ATTORNEY REGISTRATION NUMBER

ATTORNEY'S CPPS JOB CLASSIFICATION TITLE

ATTORNEY'S PHONE NUMBER

**PRE-APPROVED FORM CONTRACT
REVIEWER DATA FORM**

NAME OF PRE-APPROVED FORM CONTRACT REVIEWER

REVIEWER'S CPPS JOB CLASSIFICATION TITLE

REVIEWER'S PHONE NUMBER

TYPES OF PRE-APPROVED FORM CONTRACTS TO BE REVIEWED

SECTION 2
LEGAL REVIEW OF CONTRACTS

All contracts and amendments, other than interagency agreements and agreements waived through the Central Approval Task Force process, must be reviewed for legal sufficiency and signed by the attorney designated by the state controller.

The attorney's legal review insures that:

- ♦ Adequate performance under the contract can be successfully enforced.
- ♦ The State of Colorado will not incur an exposure to unnecessary or excessive liability because of the contract.
- ♦ The contract is worded to insure that good business practices are being followed by the agency when entering into and performing under the contractual agreements.
- ♦ The laws of the State of Colorado are not violated.

In order to meet the requirements of CRS 24-30-202, any contract involving the disbursement of funds by the state shall contain a clause stating that the contract will not be deemed valid until it has been approved by the state controller or such assistant as he may designate.

SECTION 3
APPROVING A DELEGATED CONTRACT

This procedure provides guidance to contract signatories, both primary and sub-delegates, to insure that all contracts approved and signed by them for the state controller meet the requirements of CRS 24-30-202 and the State Fiscal Rules.

The statutes and fiscal rules require that an appropriation be available to fund the contract obligation for the current year, an encumbrance for the current year disbursement has been recorded in the agency's accounting system, someone authorized by the executive director or university president to enter into contracts for the agency has signed the contract, the contract has been reviewed for legal sufficiency by an attorney, and that the contract has been recorded in the official contract log.

The following procedural steps for contract approval outline the general steps that should be used for processing the approval of a contract by a primary or sub-delegate.

PROCEDURAL STEPS

- Step 1 Receive the contract.
- Step 2 Review Chapter II of this procedure guideline and identify the type of contract.
- Step 3 Review your letter of delegation to insure that you have been delegated to sign this type of contract for the state controller.
- Step 4 Determine whether the contract needs central approvals other than the state controller by reviewing Chapter 3 of the State Fiscal Rules and Chapter II of this procedure guideline. If the contract requires central approvals, verify that the contract has been approved by those parties.

(There are several different agencies involved in central approval and they all have their own rules. This guideline does not list all of the requirements of each agency.)

- Step 5 Verify the following required signatures and prior approvals on the contract:
- ♦ Vendor signature
 - ♦ Authorized agency signature
 - ♦ Division of State Buildings approval for a capital construction or lease contract, amendment, change order, or supplement.

- ♦ Attorney's approval for an original contract or contract amendment.
- ♦ Waived contract reviewer's signature for all waived contracts.

- Step 6 Verify that an encumbrance has been recorded on the agency's primary accounting system for the amount of the contract to be disbursed, per the contract terms, in the current fiscal year.
- Step 7 Ensure that the contract prices are fair and reasonable and that the Special Provisions are included in the contract.
- Step 8 Verify that the contract has been recorded on the official contract log of the agency.
- Step 9 Sign the required number of contracts.
- Step 10 Distribute the contracts to the agency program representative.

(For lease contracts return a copy of the contract with original signatures to the Division of State Buildings)

Additional procedural steps required when a contract has been rejected because of inadequate appropriations or improperly recorded encumbrance transactions.

(A contract for which a properly recorded encumbrance on the agency's primary accounting system has not been recorded does not meet the state controller's criteria for approval and should not be approved by a primary or sub-delegate)

- Step 11 Write a memorandum to the agency contract accounting section informing them of the refusal to approve the contract because of the lack of a valid encumbrance.
- Step 12 Attach the memorandum to the contract package and return the contract package to the agency contract accounting section.

Procedural steps required when a contract has been rejected by the designated attorney and contains unresolved issues.

- Step 1 Receive the contract with a letter of rejection from the designated attorney.
- Step 2 Prepare a memorandum addressed to the contract exception signatory, Phil Holtmann, at the State Controller's Office. Identify the contract as a delegated contract that has been rejected by the designated attorney and state the reason or reasons that you believe the contract should be approved by the state controller over the objections of the designated attorney.

- Step 3 Prepare a contract routing slip following the procedures outlined in Chapter II of this procedure guideline.
- Step 4 Send the memorandum prepared in step two of this procedure and the following items to the State Controller's Office:
- ♦ A properly completed contract routing slip.
 - ♦ A screen print of a properly prepared encumbrance document.
 - ♦ The letter of rejection from the designated attorney.
 - ♦ Three copies of the contract, amendment, change order, or supplement containing original signatures for the vendor, the agency, and any other central approvers that are necessary.

CHAPTER V CONTRACT PROCESSING BY THE STATE CONTROLLER'S OFFICE

SECTION 1 **REVIEWING AND APPROVING NON-DELEGATED CONTRACTS**

The following procedure describes the steps taken by the state controller's signatory to review and approve contracts and contract modifications submitted by non-delegated state agencies. The designate has the same responsibilities as the state controller under CRS 24-30-202 and the State Fiscal Rules. Specifically CRS 24-30-202, requires that any contract involving the disbursement of funds by the state shall contain a clause stating that the contract will not be deemed valid until it has been approved by the state controller or such assistant as he may designate.

The statutes and fiscal rules require that an appropriation be available to fund the agreement obligation for the current year, an encumbrance for the current year disbursement has been recorded in the agency's accounting system, the agreement has been recorded in the official COFRS contract log (the CLIN table), the vendor has signed the agreement, someone authorized by the executive director or university president to enter into contracts for the agency has signed the agreement, all required central approvers have reviewed and approved the agreement, and the agreement has been reviewed for legal sufficiency by an attorney.

The attorney's legal review insures that:

- ♦ Adequate performance under the contract can be successfully enforced.
- ♦ The State of Colorado will not incur any exposure to unnecessary or excessive liability because of the contract.
- ♦ The contract is worded to insure that good business practices are being followed by the agency when entering into and performing under the contractual agreements.
- ♦ The laws of the State of Colorado are not violated.

DEFINITIONS

Blanket Encumbrances - An encumbrance entered into COFRS for an amount that equals the appropriation line total or the total appropriation for a program which is a segment of an appropriation line. A blanket encumbrance is required when at least one of the contracts that will be charged against the appropriation line is a "rate per unit service" contract or "conditional amount" contract.

Conditional Amount Contract - A contract for which the obligation to disburse state funds is conditional upon events happening or conditions existing in the future. The amount that will be required to be disbursed for this type of contract cannot be determined when the contract is written unless a maximum disbursement is stated in the contract.

Contract - A formal legally binding agreement between two state agencies or one state agency and another party which ultimately results in the disbursement of funds. A contract can be distinguished from a purchase order by the fact that a contract will contain the signatures of both the state agency representative and the outside party providing service or goods, while a purchase order will contain only the signature of the state agency representative.

Contract Routing Form - A form containing contract information must be attached to all contracts, amendments, change orders, supplements, and other modifications that are required to be sent to the SCO for approval and signature. This form may be a screen print of the CLIN and CLI2 tables or, for agencies that do not use COFRS as their main accounting system, the Correctional Industries form identified as number 395-53-07-0085.

Delegated Contract - A contract that is approved and signed for the state controller by a delegate at a state agency who is designated by the state controller and is following approval guidelines issued by the state controller.

Exempt Contract - A contract that does not require the state controller's approval and signature to be valid and binding upon the State of Colorado. This category includes all contracts that do not require a disbursement of funds.

Legal Review - A review of a contract by a properly licensed attorney who is lawfully employed by the State of Colorado.

Multi-year Contract - A contract whose term falls within at least two state fiscal years.

Non-Delegated Contract - A contract that must be approved and signed by the state controller or by delegates within the State Controller's Office to be valid and binding upon the State of Colorado.

Primary Delegate - A chief financial officer or agency controller who is authorized to sign contracts for the state controller.

Rate Per Unit Service Contract - A contract for which the obligation to disburse state funds is based upon a charge for each unit of service provided. The amount that is required to be disbursed for this type of contract cannot be determined when the contract is written unless a maximum disbursement is stated in the contract.

Sub-Delegate - An agency employee designated by the primary delegate and authorized by the **state controller** to sign contracts for the state controller.

Waived Contract - A delegated contract that has been reviewed and approved as to form by the central approvers requested by the agency to waive the agreement, including the attorney general. This allows the initiating agency to complete some vendor specific information on the contract, such as name and payment amount, without rewriting standard information such as scope of work. The contract can then be reviewed and approved at the agency without a specific review of each contract by the central approvers.

Waived Contract Reviewer - An agency employee designated by the primary delegate and approved by the state controller who reviews waived form contracts for completeness and insures that the text of these contracts has not been altered from the text approved by the attorney general.

Accounting/Fiscal Administrative Requirements

All original contracts and contract modifications that require a disbursement of funds by the state, for which the contracting agency does not have delegated signature authority, must be approved and signed by the state controller's signatory.

All original contracts and amendments, except for inter-agency agreements, must have been reviewed for legal sufficiency by the Attorney General's Office prior to execution by the State Controller's Office.

All original contracts, amendments, change orders, and supplements must be signed by the vendor and the agency.

The vendor signature can be one of the following without an attestation:

- a) An individual, if the vendor is an individual or a sole proprietorship.
- b) A general partner, if the vendor is a partnership.
- c) A member or manager, if the vendor is a limited liability company (LLC).

All other signatures must be attested and include the appropriate attestation signature.

All capital construction contracts and modifications require the signature of the Director of the State Buildings Program or one of his delegates.

All lease contracts and modifications require the signature of the executive director of the Department of Personnel or one of his delegates. The primary delegate for the executive director resides in the State Buildings Program.

All modifications to a contract, that was required to be signed by the state controller's signatory, must be signed by the state controller's signatory even if the modifications do not require a disbursement of funds by the state.

PROCEDURAL STEPS

- Step 1 Receive the agreement from the SCO (State Controller's Office) routing technician.
- Step 2 Identify the type of agreement you are reviewing.
- Step 3 Review the agreement, the COFRS CLI2 table, and the attached routing slip and insure that all of the central approvers required for that type of agreement have reviewed and approved the agreement.
- Step 4 Review the agreement and determine the amount of the encumbrance required for the current fiscal year and the term of the agreement. If it is a capital construction agreement it is usual for the entire amount of the agreement to be encumbered when the agreement is first executed.
- Step 5 Ensure that the contract prices are fair and reasonable and that the Special Provisions are included in the contract.
- Step 6 Verify the required signatures of the vendor and the paying agency. The agency signature must match a signature located in the "Authorized Signature Book" for that agency.
- Step 7 Verify that an encumbrance has been recorded on the agency's primary accounting system for the amount of the agreement required to be disbursed, per the contract terms, in the current fiscal year, and that no payments have been made from that encumbrance. If the agency has submitted a CORFS encumbrance document, log-on to the COFRS system and approve the encumbrance document, schedule it for immediate update, and initial the screen print of the encumbrance document as approved. If the funding appropriation year and the performance year do not match, forward the contract to the agency's field controller. They will review the funding source to insure proper accounting.
- Step 8 Access the CLI2 table in COFRS and record the SCO review and approval dates. Enter "AGCY" in the "SENT TO " field and an "A" in the "ACT" (action) field. Then verify that the CLI2 record is correct in terms of the vendors name, the amount of the agreement, and the term dates. If these fields are not correct change them by entering the correct information. When the record is correct print two images of the CLI2 table.

- Step 9 Sign three of the agreements, preferably the same ones the attorney general has signed (**leases require four original signatures**) and verify the remainder by stamping the state controller signature box with the verified stamp and initialing.
- Step 10 Retain one of the agreements with original signatures, the screen print of the encumbrance document, all relevant correspondence from the submitting agency, the screen prints of the CLIN and CLI2 tables, and all attachments to the agreement. These documents are filed daily by date approved in the current fiscal year, multi-year agreements, or capital construction archive boxes.
- Step 11 Attach one of the final CLI2 table screen prints to the remaining copies of the agreement and distribute to the submitting agency. For lease contracts return one copy of the agreement with original signatures to the Division of State Buildings.

Procedural steps required when an agreement is rejected by the state controller signatory.

- Step 1 Determine what the error is and who is responsible for correcting it. Access the CLI2 table and record the date reviewed, the same date for the sent date, the abbreviation for the agency the agreement is forwarded to, the code for the rejection, a “d” in the “ACT” (action) field, and a short description of the problem. If the agreement requires review and approval from a central approver who has not seen the agreement have the SCO routing technician forward the agreement to that central approver.
- Step 2 If the reason for rejection can be resolved by the submitting agency without having the agreement in hand, call the agency and explain the problem. Then access the CLI2 table and record the date reviewed, the same date for the sent date, the code for the rejection, “HOLD” in the “SENT TO” field, a “d” in the “ACT” (action) field, and a short description of the problem. Place the agreement in the “hold” basket. If the problem has not been resolved within five working days, change the “HOLD” status on the CLI2 table to ”AGCY” and print an image of the screen. Attach the screen print of the CLI2 table to the agreement and return the agreement to the agency.
- Step 3 When the problem has been resolved the agreement should be logged into the SCO on the date it is received or corrected and then put in the processing file for that date.

SECTION 2
REVIEWING AGREEMENTS REJECTED BY THE
REVIEWING ATTORNEY

- Step 1 Receive the agreement from the SCO (State Controller's Office) routing technician.
- Step 2 Complete steps two through six of the contract approval procedures for the state controller's signatory listed in Chapter 4, page 13 and 14 of these procedures.
- Step 3 Read the letter from the reviewing attorney describing the reason(s) for the rejection of the agreement.
- Step 4 Decide if the agreement has fatal errors or should be reviewed by the state controller prior to returning the agreement to the submitting agency.
- Step 5 Write a letter to the agency program contact explaining the error(s) in the agreement and what the agency must do to resolve them.
- Step 6 Access the CLI2 table and record the date reviewed, the current date for the sent date, "AGCY" in the "SENT TO" field, the code for the rejection, a "d" in the "ACT" (action) field, and a short description of the problem.
- Step 7 Print two images of the CLI2 table and make a copy of the reviewing attorney's letter of rejection and the SCO letter.
- Step 8 Attach the copy of the reviewing attorney's letter to the SCO letter and return all of the agreements to the agency with all supporting documentation and attachments, including a screen print of the CLI2 table. Retain for the SCO files the reviewing attorney's letter, the SCO letter, a screen print of the CLI2 table, and copies of any other relevant information.